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ABSTRACT

This document contains vocational education program courses standards for exploratory courses, practical arts courses, and job preparatory programs offered at the secondary or postsecondary level as a part of Florida's comprehensive vocational education program. Each program course standard is composed of two parts: a curriculum framework and student performance standards. The curriculum framework includes four major sections: major concepts/content, laboratory activities, special notes, and intended outcomes. Student performance standards are listed for each intended outcome. For secondary job preparatory programs, courses have been designated with student performance standards listed for each course. Program and course standards are based upon competencies required for entry, advancement, and upgrading in occupations in the vocational program areas. This guide contains an overview of 38 public service program area courses. Course title, number, level, number of credits, certification coverage, major concepts/content, laboratory activities, and intended outcomes (objectives) are listed for each course. (KC)

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VOCATIONAL EDUCATION PROGRAM COURSES STANDARDS

July, 1988

Public Service Education

ED307 447

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VOCATIONAL EDUCATION

PROGRAM COURSES STANDARDS

PUBLIC SERVICE OCCUPATIONS

July, 1988

FLORIDA DEPARTMENT OF EDUCATION
Division of Vocational, Adult, and Community Education
Bureau of Vocational Program and Staff Development
Vocational Program and Staff Development Section
Tallahassee, Florida 32399

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FOREWORD

Section 228.041 Florida Statutes defines vocational education as consisting of four categories or types of instruction:

1. Exploratory courses designed to give students initial exposure to skills and attitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;

2. Practical arts courses designed to teach students practical generic skills which, though applicable to some occupations, are not designed to prepare students for entry into a specific occupation;

3. Job preparatory programs designed to provide students with the competencies necessary for effective entry into an occupation;

4. Supplemental courses designed to enable persons who are or have been employed in a specific occupation to upgrade their competencies in order to re-enter or maintain stability or advance within their occupations.

This document contains vocational education program courses standards (curriculum frameworks and student performance standards) for exploratory courses, practical arts courses and job preparatory programs offered at the secondary or postsecondary level as a part of Florida's comprehensive vocational education program. Vocational education program courses standards are established pursuant to Section 233.0682, Section 240.355, Section 233.011, and Section 232.2454, Florida Statutes, for school districts and community colleges. State Board of Education Rule 6A-6.0571, Criteria for Qualification for Special Vocational-Technical Education Program Courses, provides the basis for the development and dissemination of this document.

Each program courses standard is composed of two parts: a curriculum framework and student performance standards. The curriculum framework includes four major sections: major concepts/content, laboratory activities, special notes, and intended outcomes. Student performance standards are listed for each intended outcome. For secondary job preparatory programs, courses have been designated with student performance standards listed for each course.

The standards do not prescribe how instruction should be delivered since decisions relative to the delivery of instruction must be made by school districts and community colleges within the context of local conditions. The Division of Vocational, Adult, and Community Education, Florida Department of Education, supports the belief that competency-based vocational education is the most effective means of providing programs and courses that conform to these established standards.

Program and course standards are based upon competencies required for entry, advancement, and upgrading in occupations in the vocational program areas of Agriculture, Business, Diversified, Health Occupations, Home Economics, Industrial Arts, Industrial, Marketing, and Public Service Education. Standards or courses designed for handicapped, disadvantaged, and other special needs persons are also provided. These standards are reviewed annually and revised as needed based upon changes in occupations utilizing input from business and industry employers, licensing and credentialing agencies, professional associations, state technical committees, and other representatives of the private sector.

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INTRODUCTION

PUBLIC SERVICE OCCUPATIONS

Public Service Education comprises the body of subject matter and planned learning experiences designed to prepare persons for selected occupations necessary to accomplish the mission of local, county, state and federal governments. When private enterprise fails to provide adequate services, publicly institutionalized solutions are found. In most instances, local governments are called upon to develop solutions. If counties or municipalities cannot achieve results, it may be necessary for state government to provide the services needed by the public as well as those services needed to protect the environment from the public. Then, if state governments fail to deliver, the federal government inherits the responsibility. However, more and more frequently a combination of local, state, and federal involvement is necessary to cope with the needs of the public and the environment.

The rapid growth in population over the past years and the res ing urbanization, with its social, economic, and ecological proble have required that expanded services in the public interest be provided. This has made the development of public service education programs a necessity. The programs may be grouped into the following cluster areas: Educational Technologies, Civil Technologies, Environmental Pollution Control Technologies, Legal Assisting, Library Assisting, Leisure and Recreation Activities, Nuclear Technologies, Protective Services, Fire Protection, Public Administration, and Social Work.

Regulatory procedures involving licensure, certification, or registration in certain of the public service occupations have been established which affect educational program operation. State licensure is required for the occupations of Water and Wastewater Treatment Plant Operator, Correctional Officer, Correctional Probation Officer, Fire Fighting, Law Enforcement Officer, Private Security Guard, and Bail Bonding.

The public service education programs may be subdivided into three main levels of purpose. The Exploration program courses offered in grades 7-9 are designed to provide students with an overview of the public service delivery system to enable them to make informed and meaningful choices of occupations in the public service field. The Fundamentals program courses offered in grades 9-12 are designed to provide students with knowledge and skills that will enable them to achieve in occupational proficiency public service education programs at the secondary or postsecondary level. The Occupational Proficiency programs are designed to provide knowledge and skills that prepare students for employment in a specific public service occupation, such as correctional officer.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

Public Service Education program courses include instruction relating to the free enterprise system and to consumer education. This instruction is designed to make the students aware that the free enterprise or competitive economic system exists as the prevailing economic system in the United States. Also, in regard to consumer education, instruction is provided to help students become more knowledgeable in acquiring goods, services, and credit in the most economical and effective manner.

The vocational student organization, Florida Association of Public Service Education Students is an appropriate method of providing leadership training experiences and for reinforcing specific knowledge and skills in the Public Service Education programs. The activities of the organization, when provided, must be an integral part of the specific program and must complement the objectives of the program.

CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

COURSE TITLE: Exploration of Public Service Occupations

CODE NUMBER: Secondary 8900210 Postsecondary _____

Florida CIP PS43.9999EX

SECONDARY SCHOOL CREDITS 0.5 COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): x 7-9 _____ 9-12 _____ Postsecondary Adult Vocational

_____ Postsecondary Vocational x Other 30, 31

CERTIFICATION COVERAGE:

TEC CHEM 7	TEC CONSTR @7
WSP OPER 7	LAW ENF 7
FIRE FIGHT 7	PUB SERV @7
TEC HU SVR 7	CORR OFF 7
PUB ADM 7	PCE OFF TR @7
FIREMANSHIP @7	

I. MAJOR CONCEPTS/CONTENT: The exploratory program course is designed to provide experiences to acquaint students with careers in public service occupations. The student completing the program course is not prepared for employment in a specific public service occupation. The program course at the exploratory level provides students the opportunity to examine the broad field of public service occupations, and to explore in greater detail information regarding specific employment opportunities available in the public service occupations.

The content should include, but not be limited to, the following career clusters: education and information services; natural resource management; public administration; social and economic services; urban, rural and community development; transportation industry; public safety, corrections and judicial services; national defense occupations. Basic computer literacy, employability skills, and leadership and human relation skills are an integral part of this program.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Special projects that are related to each cluster are provided, i.e., role playing activities related to specific careers. Other activities for specific careers could be as follows: Natural resources - development of topographical lay-outs; Education and information services - develop and present mini lesson plans; Public administration - mock legislative forums; Social and economic services - develop a case study plan for a client using available community resources; Urban, rural and community development - design a zoning plan for development of a community; Transportation industry - administer a written mini driver's examination; Public safety - perform a police field interrogation.

III. SPECIAL NOTE: Guest speakers from public service make an important contribution to the effectiveness of this program. Additional enrichment opportunity: all career clusters include many employment opportunities in the private sector, i.e., lawyers, security guards, asset loss managers, etc.

IV. INTENDED OUTCOMES: After successfully completing this course, the student will be able to:

Exploration of Public Service Occupations - Continued

01. Describe the legal and ethical responsibilities of public service.
02. Describe the varied occupation opportunities available in the career clusters.
03. Identify the educational requirements for entry into specific occupations within the career clusters.
04. Discuss the general characteristics of Public Service Career Clusters.
05. State the fundamentals of employability skills.
05. Demonstrate computer literacy.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: 8900210

COURSE TITLE: Exploration of Public Service Occupations | POSTSECONDARY NUMBER: _____

01.0 DESCRIBE THE LEGAL AND ETHICAL RESPONSIBILITIES OF PUBLIC SERVICE OCCUPATIONS--The student will be able to:

- 01.01 Define democracy.
- 01.02 State three responsibilities and three rights of citizen of a democracy.
- 01.03 Explain the purpose of laws and regulations.
- 01.04 Describe how laws are enacted.
- 01.05 Describe the major function of the three branches of the Federal/State governments.

02.0 DESCRIBE THE VARIED OCCUPATION OPPORTUNITIES AVAILABLE IN THE CAREER CLUSTERS--The student will be able to:

- 02.01 List at least three occupations for each of the career clusters.
- 02.02 State the various agencies which might employ persons in the above occupations.

03.0 IDENTIFY THE EDUCATIONAL REQUIREMENTS FOR ENTRY INTO SPECIFIC PUBLIC SERVICE OCCUPATIONS WITHIN THE CAREER CLUSTERS--The student will be able to:

- 03.01 Describe the qualifications for the various entry levels of two selected occupational fields.
- 03.02 Identify school subjects that will prepare for entry level employment in previously identified fields.
- 03.03 Develop a long range career plan for a selected occupation.

04.0 DISCUSS THE GENERAL CHARACTERISTICS OF PUBLIC SERVICE CAREER CLUSTERS--The student will be able to:

- 04.01 List at least three occupations for each of the career clusters.
- 04.02 Discuss the characteristics of at least one of the occupations listed including the following factors: employment outlook, salary benefits, fringe benefits, working conditions, career advancement/mobility, licensure/certification requirements, recommended qualifications.
- 04.03 Describe safety habits applicable to three occupations.

05.0 STATE THE FUNDAMENTALS OF EMPLOYABILITY SKILLS--The student will be able to:

- 05.01 Define communication.
- 05.02 List three basic components of communications (sender, message, receiver).
- 05.03 Recognize and demonstrate verbal and nonverbal communication.
- 05.04 Complete application for social security number.
- 05.05 Complete basic job application.
- 05.06 Role play a job interview.
- 05.07 Develop a healthy work attitude by following class rules and regulations.

06.0 DEMONSTRATE COMPUTER LITERACY--The student will be able to:

- 06.01 Define the following terms: (1) computer; (2) data; (3) input; (4) output; (5) hardware; (6) software; (7) languages; (8) processing; (8a) word, (8b) data; (9) memory; (9a) ROM, (9b) RAM; (10) program; (11) terminal; (12) peripheral devices; (13) keyboard characters, and (14) control.
- 06.02 Operate a computer by performing the following steps:
  1. turn the equipment on and off
  2. load a program
  3. Run and use a program
  4. store a program
  5. display a program
  6. enter and execute a simple program

EXPLORATION OF PUBLIC SERVICE OCCUPATIONS - Continued

06.03 Identify the safety precautions that must be observed in caring for and using equipment.
06.04 Describe the general use of computer technology in public service occupations.
06.05 Discuss the advantages and disadvantages in the use of different computers.
06.05 Use the computer to explore selected occupations.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

COURSE TITLE: Principles of Community Protection

CODE NUMBER: Secondary 8900320 Postsecondary _____

Florida CIP PS43.9998PA

SECONDARY SCHOOL CREDITS 0.5 COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): ____7-9 __x__9-12 ____Postsecondary Adult Vocational

_____ Postsecondary Vocational _____ Other 30, 31

CERTIFICATION COVERAGE: Any Public Service Ed

I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to prepare students with a practical, basic understanding of protective personal services, local, state, national and international, which all individuals will need during their lifetime. These services concern the home environment, community environment, state, nation and world environments.

The content includes but is not limited to basic environmental pollution control, natural disasters/civil defense emergencies, fire prevention and control, law enforcement, public administration, management of community growth and resources, community recreational management, legal and social principles, lifestyle, health and safety.

Reinforcement of basic skills in English, mathematics, and science is provided through classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory experiences are an integral part of this course.

III. SPECIAL NOTE: Leadership development is an important part of this course. These skills may be developed through membership in a vocational student organization such as the Public Service Students of Florida or other community service organization, Scout Explorers.

IV. INTENDED OUTCOMES: After successfully completing this course, the student will be able to:

01. Discuss the services provided by each of the public service career clusters.
02. Demonstrate by written, oral and performance evaluations common personal protective activities or services.
03. Explain the role of pollution control.
04. Explain the varied aspects of safety related to the home and community.
05. Develop a personal plan for fire protection.
06. Discuss the role of the media during natural disasters/civil defense/terrorism.
07. Develop a home security system.
08. Describe the functions of the Criminal Justice System.
09. Describe the services provided by the law enforcement agencies.
10. Define delinquency, dependency, and truancy.
11. Demonstrate leadership skills.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: 8900320

COURSE TITLE: Principles of Community Protection | POSTSECONDARY NUMBER: _____

01.0 DISSCUSS THE SERVICES PROVIDED BY EACH OF THE PUBLIC SERVICE CAREER CLUSTERS--The student will be able to:

01.01 Identify eleven public service career clusters and list at least three services provided to the community by each cluster.
01.02 Explain how and why these occupations are regulated.
01.03 Develop a list of requirements for entry into a specific public service career.

02.0 DEMONSTRATE BY WRITTEN, ORAL AND PERFORMANCE EVALUATIONS COMMON PERSONAL PROTECTIVE ACTIVITIES OR SERVICES--The student will be able to:

02.01 Describe three security systems or services that may be purchased.
02.02 Describe five activities that should be practiced by individuals to provide maximum safety from hazards.
02.03 List the advantages and disadvantages of the systems or services and the activities listed in 02.01 and 02.02.

03.0 EXPLAIN THE ROLE OF POLLUTION CONTROL--The student will be able to:

03.01 List three potential sources of environmental pollution that could affect his/her community.
03.02 List and describe two public service agencies governing environmental pollution.
03.03 List five potential pollutents commonly used in the house.
03.04 Develop a plan to prevent ground water pollution around the home.
03.05 Describe two current accidents that have affected community/nation.
03.06 Describe the method used by the community to dispose of solid wastes.

04.0 EXPLAIN THE VARIED ASPECTS OF SAFETY RELATED TO THE HOME AND COMMUNITY--The student will be able to:

04.01 Develop a plan for a neighborhood crime watch system for the community.
04.02 Explain the importance of community involvement in crime prevention and the reduction of real or potential hazards in the community.
04.03 Justify the need for a citizens alert system.

05.0 DEVELOP A PERSONAL PLAN FOR FIRE PROTECTION--The student will be able to:

05.01 Explain the function of a smoke detector.
05.02 Demonstrate how to set up fire escapes in your home.
05.03 Explain why doors should be checked for heat before opening in the event of a fire.
05.04 Explain why you should have a fire extenguisher in your home.

06.0 DISSCUSS THE ROLE OF THE MEDIA DURING NATURAL DISASTERS/CIVIL DEFENSE/TERRORISM--The student will be able to:

06.01 Describe the changes in radio/TV programming during a hurricane.
06.02 Demonstrate knowledge of civil defense personnel and agencies responsibilities during an evacuation resulting from a natural or manmade disaster.
06.03 Develop and role play a TV or radio broadcast for an emergency.

07.0 DEVELOP A HOME SECURITY SYSTEM--The student will be able to:

07.01 Recognize potential sources of danger.
07.02 Identify personal resources for safety.
07.03 Explain how proper lighting could help protect your home.
07.04 Explain the different types of window and door locks and which ones provide the best security for your home.

07.05 Identify the different types of electronic alarms available for homes.

08.0 DESCRIBE THE FUNCTIONS OF THE CRIMINAL JUSTICE SYSTEM--The student will be able to:

08.01 Briefly explain the Criminal Justice System.
08.02 Demonstrate knowledge of the different types of courts in the State of Florida.
08.03 Demonstrate knowledge of the different types of law enforcement agencies (police, sheriff, fish and game, etc.)
08.04 Demonstrate knowledge of what happens from arrest to release.
08.05 Demonstrate knowledge of the difference between probation and parole.

09.0 DESCRIBE THE SERVICES PROVIDED BY THE LAW ENFORCEMENT AGENCIES--The student will be able to:

09.01 List services provided by law to help protect life.
09.02 Describe property control procedures.
09.03 Explain the need for police patrol.

10.0 DEFINE DELINQUENCY, DEPENDENCY, AND TRUANCY--The student will be able to:

10.01 Explain the difference between delinquency and truancy.
10.02 Describe dependency and state the causes.
10.03 Demonstrate knowledge of care required for dependent persons and delinquent persons.

11.0 DEMONSTRATE LEADERSHIP SKILLS--The student will be able to:

11.01 List the officers of an organization and the responsibilities of each office.
11.02 Conduct a typical business meeting.
11.03 Demonstrate a knowledge of parliamentary procedure.
11.04 Identify the functions of a committee.
11.05 List the rights and responsibilities of an individual member.
11.06 Prepare an agenda, a secretary's report, a treasurer's report and a committee report.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

COURSE TITLE: Principles of Public Service

CODE NUMBER: Secondary 8900330 Postsecondary _____

Florida CIP PS43.9997PA

SECONDARY SCHOOL CREDITS 1 COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 x 9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational x Other 30, 31

CERTIFICATION COVERAGE: Any Public Service Ed

I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to provide students with competencies basic to a cluster of public service job preparatory programs and to help students develop skills, knowledge and attitudes necessary for success and advancement in a specialized job preparatory program.

Content includes, but is not limited to, communication skills, leadership skills, human relations, employability skills, safe and efficient work practices, community safety, first aid including CPR, disease prevention, crime prevention, and forensic studies.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory experiences are an integral part of this course.

III. SPECIAL NOTE: Leadership development is an important part of this course. These skills may be developed through membershp in Public Service Students of Florida or Scout Explorers.

The cooperative method of instruction is not recommended for this course.

IV. INTENDED OUTCOMES: After successfully completing this course, the student will be able to:

01. Discuss urban planning and development.
02. Discuss the knowledge, skills, values and behaviors involved in the formulation of public policies and the management of public services.
03. Discuss the various regulatory agencies needed by society.
04. List the major public services and describe the function of each.
05. Describe the social and rehabilitation services available in Florida.
06. Describe the judicial system of courts and correctional institutions.
07. Explain the need for parks and recreational facilities and describe the services provided and maintenance required.
08. Perform basic skills which are common to public service occupations.
09. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: 8900330

COURSE TITLE: Principles of Public Service POSTSECONDARY NUMBER: _____

01.0 DISCUSS URBAN PLANNING AND DEVELOPMENT--The student will be able to:

01.01 Define community.
01.02 Define labor relations.
01.03 Define property management.
01.04 Discuss public service needed and locations for roads, powerplants, water supply waste water treatment plants.

02.0 DISCUSS THE KNOWLEDGE, SKILLS, VALUES AND BEHAVIORS INVOLVED IN THE FORMULATION OF PUBLIC POLICIES AND THE MANAGEMENT OF PUBLIC SERVICES--The student will be able to:

02.01 Discuss building inspection and condemnation.
02.02 Discuss financial institutions and their controls.
02.03 Discuss immigration and customs inspections.
02.04 Discuss plant and animal inspection/control.
02.05 List regulations governing motor vehicles.
02.06 Explain public records - birth, death, marriage, titles and deeds.
02.07 List the licensing laws applicable to Florida (including professions.)

03.0 DISCUSS THE VARIOUS REGULATORY AGENCIES NEEDED BY SOCIETY--The student will be able to:

03.01 Use the encyclopedia.
03.02 Describe the process of development of a new law.
03.03 Determine how many persons are needed to staff a police department for a community of 5000 persons.
03.04 Explain the tax structure in your community.
03.05 Tell what is meant by the private sector.

04.0 LIST THE MAJOR PUBLIC SERVICES AND DESCRIBE THE FUNCTION OF EACH--The student will be able to:

04.01 Prepare a written list of the public services in your county.
04.02 Identify two functions for each service listed.
04.03 Explain the interrelatedness of local, state and national services.
04.04 Prepare an organizational chart for the county fire department.

05.0 DESCRIBE THE SOCIAL AND REHABILITATION SERVICES AVAILABLE IN FLORIDA--The student will be able to:

05.01 Describe the types of institutional care available to the elderly in Florida.
05.02 Describe the meals on wheels program in your county and tell who prepares the food.
05.03 List services available to persons through the workmens compensation program.
05.04 Explain the services for the severely mentally retarded persons.

06.0 DESCRIBE THE JUDICIAL SYSTEM OF COURTS AND CORRECTIONAL INSTITUTIONS--The student will be able to:

06.01 List the Federal Correctional Institutions.
06.02 Explain interstate cooperation/jurisdiction.
06.03 List the types of courts in Florida.

07.0 EXPLAIN THE NEED FOR PARKS AND RECREATIONAL FACILITIES AND DESCRIBE THE SERVICES PROVIDED AND MAINTENANCE REQUIRED--The student will be able to:

07.01 Tell what services are provided at Daytona Beach.
07.02 Write a report on the National Parks in Florida.
07.03 List the state parks and tell how each is maintained.
07.04 Determine approximately how much tax money is needed to support the public library in your community.

08.0 PERFORM BASIC SKILLS WHICH ARE COMMON TO PUBLIC SERVICE OCCUPATIONS--The student will be able to:

- 08.01 Write a report about an arrest.
- 08.02 Use a map.
- 08.03 Describe the characteristics of human behavior.
- 08.04 Describe the scene of an accident and list the rescuers involved.
- 08.05 Read a blueprint.
- 08.06 Communicate via the computer or telephone, an oral or written message.
- 08.07 Describe a disaster plan for the county.
- 08.08 Read an electric meter and a water meter.
- 08.09 List community resources for information, financial assistance and housing.
- 08.10 Make a list of ten drugs that can be purchased without a prescription.
- 08.11 Explain the 911 emergency telephone number.
- 08.12 Explain what every citizen's responsibility is concerning air pollution.
- 08.13 List the skills needed by a volunteer firefighter.

09.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 09.01 Conduct a job search.
- 09.02 Secure information about a job.
- 09.03 Identify documents that may be required when applying for a job.
- 09.04 Complete a job application.
- 09.05 Demonstrate competence in job interview techniques.
- 09.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 09.07 Identify acceptable work habits.
- 09.08 Demonstrate knowledge of how to make job changes appropriately.
- 09.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK — PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1988

COURSE TITLE: Principles of Family Protection

CODE NUMBER: Secondary 8900310 — Postsecondary _____

Florida CIP PS43.9999PA

SECONDARY SCHOOL CREDITS .5 — COLLEGE CREDITS _____ — POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 __x__9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational _____ Other 30, 31

CERTIFICATION COVERAGE: Any Public Service Ed

I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to prepare students with a practical, basic understanding of protective personal services, local, state, national and international, which all individuals will need during their lifetime. These services concern the home environment, community environment, state, nation and world environments.

The content includes but is not limited to basic environmental pollution control, fire prevention and control, law enforcement, public administration, management of community growth and resources, community recreational management, legal aspects and human relations, health and safety.

Reinforcement of basic skills in English, mathematics, and science is provided through classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory experiences are an integral part of this course.

III. SPECIAL NOTE: Leadership development is an important part of this course. These skills may be developed through membership in a vocational student organization such as the Public Service Students of Florida or other community service organization such as Scout Explorers.

IV. INTENDED OUTCOMES: After successfully completing this course, the student will be able to:

01. Describe the services provided by each of the public service career clusters.
02. Demonstrate knowledge of common personal protective activities or services.
03. Discuss the role of pollution control agencies.
04. Explain the varied aspects of safety related to the home environment.
05. Discuss the steps for developing a personal plan for fire protection.
06. Discuss the role of the media during emergencies.
07. Discuss home security systems.
08. Discuss the court system.
09. Identify the purposes of social referral agencies.
10. Discuss the correctional system.

STUDENT PERFORMANCE STANDARDS **EFFECTIVE DATE:** July, 1988

PROGRAM AREA: Public Service Occupations **SECONDARY NUMBER:** 8900310

COURSE TITLE: Principles of Family Protection **POSTSECONDARY NUMBER:** _____

01.0 DESCRIBE THE SERVICES PROVIDED BY EACH OF THE PUBLIC SERVICE CAREER CLUSTERS--The student will be able to:

- 01.01 List at least three (3) services for each of the career clusters.
- 01.02 State the various agencies that employ persons in three public service occupations.
- 01.03 Develop a career plan for a person entering a public service career.

02.0 DEMONSTRATE KNOWLEDGE OF COMMON PERSONAL PROTECTIVE ACTIVITIES OR SERVICES--The student will be able to:

- 02.01 List six (6) personal protective services provided in the community.
- 02.02 Explain the various environmental protection services.
- 02.03 Explain the neighborhood watch programs and state the needs.

03.0 DISCUSS THE ROLE OF POLLUTION CONTROL AGENCIES--The student will be able to:

- 03.01 Explain the reason for the water treatment plant and the waste water treatment plant.
- 03.02 List common diseases carried by polluted water.
- 03.03 Describe the role of the local, state, and national environmental pollution control agencies.
- 03.04 Define acid rain.
- 03.05 Describe how insecticides pollute deep and shallow wells.

04.0 EXPLAIN THE VARIED ASPECTS OF SAFETY RELATED TO THE HOME ENVIRONMENT--The student will be able to:

- 04.01 Identify five (5) hazards that may exist in homes.
- 04.02 List three (3) methods of eliminating the above listed hazards.
- 04.03 Describe methods that may be used to build a "hazard free" home.

05.0 DISCUSS THE STEPS FOR DEVELOPING A PERSONAL PLAN FOR FIRE PROTECTION--The student will be able to:

- 05.01 List ten (10) flammable items currently found in the home.
- 05.02 Describe suitable storage for flammables in the home.
- 05.03 Describe a maintenance plan for the heating system in the home to prevent possible fire.
- 05.04 Develop a home checklist for determining fire hazards.
- 05.05 Develop a family evacuation plan.
- 05.06 Describe how weather conditions affect fire damage.

06.0 DISCUSS THE ROLE OF THE MEDIA DURING EMERGENCIES--The student will be able to:

- 06.01 List emergencies that would require media coverage.
- 06.02 Describe a media plan for your county to use during an emergency.
- 06.03 Explain the 911 emergency number.
- 06.04 Make a chart of escape routes you could use in case of disaster.
- 06.05 List community resources available during a disaster.

07.0 DISSCUSS HOME SECURITY SYSTEMS--The student will be able to:

- 07.01 List the security devices that can be installed in the home.
- 07.02 Compare the safety/security aspects of various home security systems.
- 07.03 Design a security system for the home.

08.0 DISCUSS THE COURT SYSTEM--The student will be able to:

- 08.01 Identify court systems found locally, regionally, state-wide and nationally and describe their functions.
- 08.02 Describe the "appeals" process as it relates to courts.

08.03 List three occupational titles directly related to the operation of any court.

09.0 IDENTIFY THE PURPOSE OF SOCIAL REFERRAL AGENCIES--The student will be able to:

09.01 List social referral agencies available in the community.
09.02 Describe the requirements for being services by an agency.
09.03 List the regulations governing referral agencies.
09.04 Conduct an interview with a person employed at a referral agency.

10.0 DISCUSS THE CORRECTIONAL SYSTEM--The student will be able to:

10.01 Research the history of the correctional system from its beginning to the present.
10.02 Compare the local, state and federal penal institutions.
10.03 Describe the rehabilitation process of local, state and federal penal institutions.
10.04 Write a report on the booking and release process.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Air Pollution Control Technology

CODE NUMBER: Secondary _____ Postsecondary EVS0300

Florida CIP PS15.050200

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: TEC CHEM 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as air analysts (012.261-010), smoke testers (012.281-010), or pollution control technicians (029.261-014) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, atmospheric pollution, air pollution sampling, sources of air pollution, air pollution instrumentation, air pollution control, air pollution analysis, technical reporting, meteorology and topography, governmental organizations, employability skills, leadership and human relations skills, and health and safety, including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory activities are imperative for this program. Analysis of types of pollutants cannot be performed without laboratory activity.

III. SPECIAL NOTE: The cooperative method of instruction may be utilized for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills and tasks relevant to the occupation the student has chosen as a career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge of basic considerations in the design and operation of meteorlogical data.
02. Identify industrial sources of air pollution and the pollutants released from those sources.
03. Measure emissions from air pollution sources.
04. List the effects of air pollution on humans, animals, vegetation and materials.
05. Demonstrate knowledge of carbon monoxide in the atmosphere.
06. Demonstrate knowledge of nitrogen oxides, photochemical oxidants, sulfur oxides, hydrocarbon odorous compounds, pesticides, and particulate matter.
07. List methods of control of air pollution.
08. Demonstrate employability skills.
09. Identify and demonstrate laboratory analysis of air pollutants.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: _____

PROGRAM TITLE: Air Pollution Control Technology | POSTSECONDARY NUMBER: EVS0300

01.0 DEMONSTRATE KNOWLEDGE OF BASIC CONSIDERATIONS IN THE DESIGN AND OPERATION OF METEOROLOGICAL DATA--The student will be able to:

- 01.01 Identify the meteorological factors that effect the level and transportation of air pollutants.
- 01.02 Demonstrate the use of isodose maps as a tool for predicting dispersion of air pollutants.
- 01.03 Demonstrate the use of an anemometer as a tool for measuring wind velocity and direction.
- 01.04 Identify topographical factors that influence dynamics of wind.

02.0 IDENTIFY INDUSTRIAL SOURCES OF AIR POLLUTION AND THE POLLUTANTS RELEASED FROM THOSE SOURCES--The student will be able to:

- 02.01 Identify phosphate processing as a source of flouride emissions.
- 02.02 Identify fossil fuel burning generators as a source of sulfur dioxide, nitrogen oxides, particulates and visible emissions pollutants.
- 02.03 Classify particulate as a pollutant resulting from pulp mill processing.
- 02.04 Identify dry cleaning process as a source of volatile organic compounds.
- 02.05 Identify citrus processing plants as a source of emissions of particulates.
- 02.06 Identify bulk gasoline terminals and service stations as a source of release of volatile organic compounds (VOC's).

03.0 MEASURE EMISSIONS FOR AIR POLLUTION SOURCES--The student will be able to:

- 03.01 Recognize the maximum allowed limit guidelines for emissions.
- 03.02 Establish a baseline emission level for each pollutant as a comparitive control.
- 03.03 Set up an emissions monitoring schedule.
- 03.04 Demonstrate the correct laboratory procedure for each identified emission.
- 03.05 Interpret laboratory data.
- 03.06 Complete records and reports.

04.0 LIST THE EFFECTS OF AIR POLLUTION ON HUMANS, ANIMALS, VEGETATION AND MATERIALS--The student will be able to:

- 04.01 Recognize that federal and state air pollution standards have been established for public welfare.
- 04.02 Identify sulfur oxide, carbon monoxide, nitrogen oxide as pollutants that cause respiratory distress in humans and animals.
- 04.03 Recognize that air pollutants such as nitrogen oxide will inhibit plant growth.
- 04.04 Identify sulfur oxide as a corrosive pollutant that will deteroriate all material it comes in contact with.

05.0 DEMONSTRATE KNOWLEDGE OF CARBON MONOXIDE IN THE ATMOSPHERE--The student will be able to:

- 05.01 Identify carbon monoxide as a by-product of incomplete combustion.
- 05.02 Identify urban areas as areas having higher levels of carbon monoxide because of heavy traffic and industrialization.
- 05.03 List the meteorological factors that can effect the concentration of carbon monoxide in specific locations.

06.0 DEMONSTRATE KNOWLEDGE OF NITROGEN OXIDES, PHOTOCHEMICAL OXIDANTS, SULFUR OXIDES, HYDROCARBON ODOROUS COMPOUNDS, PESTICIDES, AND PARTICULATE MATTER--The student will be able to:

- 06.01 List the sources of nitrogen oxide emissions.
- 06.02 Write the chemical symbols for nitrogen oxides.

06.03 Discuss the role of nitrogen oxide as a component in the formation of photochemical oxidants.
06.04 Discuss the meteorological conditions that effect the concentration of nitrogen oxides.
06.05 Identify photochemical oxidants as secondary pollutants that resulted from the initial chemical reactions of hydrocarbons in the atmosphere.
06.06 Describe ozone and peroxyacylnitrates as the most common photochemical oxidants.
06.07 Select urban areas that are most effected by concentrations of photochemical oxidants.
06.08 Write the chemical symbol for sulfur oxide.
06.09 List sources of sulfur oxide.
06.10 List factors that effect the concentration of sulfur oxide in the air.
06.11 Identify which compounds are volatiles.
06.12 List the sources of hydrocarbon pollution.
06.13 Discuss the reaction of hydrocarbon compounds with other air pollutants that result in the formation of other pollutants.
06.14 Discuss the atmospheric transport of pesticides and particulate matter.
06.15 Identify sources of pesticide pollutants.
06.16 List proper handling methods for pesticide application.

07.0 LIST METHODS OF CONTROL OF AIR POLLUTION--The student will be able to:

07.01 List the accepted methods and application for controlling particulates.
07.02 List the accepted methods and application for controlling emissions of sulfur oxides.
07.03 List the accepted methods and application for controlling emissions of nitrogen oxide.

08.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

08.01 Conduct a job search.
08.02 Secure information about a job.
08.03 Identify documents that may be required when applying for a job.
08.04 Complete a job application.
08.05 Demonstrate competence in job interview techniques.
08.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
08.07 Identify acceptable work habits.
08.08 Demonstrate knowledge of how to make job changes appropriately.
08.09 Demonstrate acceptable employee health habits.

09.0 IDENTIFY AND DEMONSTRATE LABORATORY ANALYSIS OF AIR POLLUTANTS--The student will be able to:

09.01 Select the appropriate and accepted method for identifying the given pollutant.
09.02 Select the correct laboratory apparatus needed for each identifying test.
09.03 Record and interpret laboratory data.
09.04 Calibrate instruments.
09.05 Demonstrate the appropriate and accepted sampling technique.
09.06 Submit reports to state and federal agencies for compliance.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Audio-Visual Media Technology

CODE NUMBER: Secondary _____ Postsecondary EME0990

Florida CIP PS10.010100

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: TEC HU SVR 7 MEDIA SPEC 6

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as audio visual production specialists (149.061-010), communications technicians (962.362-010), or audio visual specialists (10242402), or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, operation and maintenance of audio visual systems, duplicating processes, media graphics and design, photography, educational media equipment and materials, broadcast communications, sound applications, media logistics, audio-visual office management, typing, employability skills, leadership and human relations skills, health and safety, and supportive general education.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory activities are included as an integral part of this program with emphasis on practical projects for the media technician.

III. SPECIAL NOTE: The cooperative method of instruction may be used for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks relevant to the student's career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 6.0, Language 8.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Discuss communication theory.
02. Describe the history, controls, ethics, and responsibilities of the mass media.
03. Discuss the current effects of communication technology on education and society.
04. Describe the uses, operation, and daily maintenance of projection and sound equipment.
05. Produce simple materials such as dry mounting technique, transparencies, audio tapes, and other media.
06. Use 35mm and camera equipment with a basic degree of competency.

07. Produce photographic products that may be used in publication and in slide-tape units.
08. Identify by name and describe characteristics of the materials used in photography.
09. Practice basic darkroom skills that are utilized in photographic print-making.
10. Prepare visuals for camera and projector with a high degree of competency.
11. Identify by name and describe characteristics of materials used in media graphics production.
12. Produce complex overhead transparencies and posters by using knowledge learned in illustrating, mounting, lettering, coloring, and duplicating techniques.
13. Locate and order graphic material from catalogue sources.
14. Operate and use closed-circuit television equipment with a basic degree of competency.
15. Identify by name and describe characteristics of the materials and equipment used for television productions.
16. Identify by name and describe characteristics of the materials and equipment used for audio recording and copying.
17. Write and use the basic vocabulary needed in the broadcast industry.
18. Type at least 30 correct words per minute and demonstrate basic computer literacy.
19. Produce multi-image and multi-media programs utilizing audio and visual software and hardware.
20. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: _____

PROGRAM TITLE: Audio-Visual Media Technology — POSTSECONDARY NUMBER: EME0990

01.0 DISCUSS COMMUNICATION THEORY--The student will be able to:

- 01.01 Identify and list the various media of communication.
- 01.02 Define communication and list the components.
- 01.03 List the future potential of each mass media.
- 01.04 Build a communications model.
- 01.05 Discuss symbol usage.
- 01.06 Describe learning thoeries: Pavlov, Thorndike, Skinner, Gagni.
- 01.07 Identify the major characteristics of large group instruction, small group instruction and individualized (personalized) independent student study.
- 01.08 State a perception theory that indicates the interaction between the object perceived and the perceiver.

02.0 DESCRIBE THE HISTORY, CONTROLS, ETHICS, AND RESPONSIBILITIES OF THE MASS MEDIA--The student will be able to:

- 02.01 Describe the history of mass media in the United States and give dates with name of inventors of inventions.
- 02.02 Discuss the rights, responsibilities and controls of newspapers, television, movies, publishing and advertising industries.
- 02.03 State the impact on society of 02.02 above.
- 02.04 Define ethics and discuss recent litigation involving mass media of audio-visual media technology.

03.0 DISCUSS THE CURRENT EFFECTS OF COMMUNICATION TECHNOLOGY ON EDUCATION AND SOCIETY--The student will be able to:

- 03.01 Prepare a list of criteria on which software and hardware should be selected for classroom use.
- 03.02 Prepare a list of criteria you would use for selecting a television program to be viewed by your children.
- 03.03 Evaluate three radio programs with which you are familiar.
- 03.04 List the changes occuring in education due to communication technology.
- 03.05 Attend a movie theater of your choice and evaluate the technology used.

04.0 DESCRIBE THE USES, OPERATION, AND DAILY MAINTENANCE OF PROJECTION AND SOUND EQUIPMENT--The student will be able to:

- 04.01 Use: 16 mm projector, 8 mm projector and film loop, overhead projector, opaque projector, slide tape projector, film strip projector, television monitor.
- 04.02 Change a bulb in each of 04.01.
- 04.03 Use video/recording equipment.
- 04.04 Transport equipment listed safely.
- 04.05 Inspect listed equipment and perform minor repairs and cleaning.
- 04.06 Log in preventive maintenance record.
- 04.07 Maintain security system log.
- 04.08 List and define the charactersitics of light.

05.0 PRODUCE SIMPLE MATERIALS SUCH AS DRY MOUNTING TECHNIQUE, TRANSPARENCIES, AUDIO TAPES, AND OTHER MEDIA--The student will be able to:

- 05.01 Make a transparency for the overhead projector using illustration, mounting, lettering, coloring and duplication techniques.
- 05.02 Produce an audio tape mixing sound on sound.
- 05.03 Produce an audio tape which demonstrate acoustical effects.
- 05.04 Schedule equipment use.
- 05.05 Prepare black and white graphics to be made into kodalith slides.
- 05.06 Use slide copy stand for turning photographs into color slides.

06.0 USE 35MM CAMERA EQUIPMENT WITH A BASIC DEGREE OF COMPETENCY--The student will be able to:

06.01 Load film into various cameras.
06.02 Center object(s) to be filmed, focus.
06.03 Use a light meter, adjust camera.
06.04 Clean lens and other parts of camera.
06.05 Keep a record of use and care.
06.06 Describe the relationship between print exposure, quality, density and negative contrast.
06.07 List the purpose of different focal length lens and applications of each.

07.0 PRODUCE PHOTOGRAPHIC PRODUCTS THAT MAY BE USED IN PUBLICATION AND IN SLIDE-TAPE UNITS--The student will be able to:

07.01 Prepare 10 still life photographs.
07.02 Prepare 10 still life slides.
07.03 Prepare one landscape view photograph.
07.04 Prepare one view of a person wearing diving apparel.
07.05 Prepare a 2 projector one image sound slide presentation.
07.06 Prepare a 6 projector 3 image sound slide presentation.
07.07 Discuss density/contrast.
07.08 Calculate exposure under a number of lighting conditions using different types of film.

08.0 IDENTIFY BY NAME AND DESCRIBE CHARACTERISTICS OF THE MATERIALS USED IN PHOTOGRAPHY--The student will be able to:

08.01 Name the parts of the camera.
08.02 Describe the various kinds of film.
08.03 Name the materials, solutions, and light-sources used in developing films.
08.04 Locate artifacts.
08.05 Describe the paper used for prints and tell the effects of chemicals on it.

09.0 PRACTICE BASIC DARKROOM SKILLS THAT ARE UTILIZED IN PHOTOGRAPHIC PRINT MAKING--The student will be able to:

09.01 Remove film from camera.
09.02 Mount film on rack for immersion.
09.03 Prepare developing solution.
09.04 Time film immersion and remove carefully.
09.05 Prepare film for drying.
09.06 Analyze picture.

10.0 PREPARE VISUALS FOR CAMERA AND PROJECTOR WITH A HIGH DEGREE OF COMPETENCY--The student will be able to:

10.01 Rewind used film.
10.02 Prepare scene for filming with participants in place. Evaluate.
10.03 List the methods of preparing visuals, then demonstrate each.
10.04 Measure focal length of beam to focus projector.

11.0 IDENTIFY BY NAME AND DESCRIBE CHARACTERISTICS OF MATERIALS USED IN MEDIA GRAPHICS PRODUCATION--The student will be able to:

11.01 Make an 8 x 11 graphics, black on artists paper.
11.02 Use a 35mm copystand and make a kodalith slide with kodalith film from the black and white graphic.
11.03 Make a transparency using a thermofax copier or diazo copier.

12.0 PRODUCE COMPLEX OVERHEAD TRANSPARENCIES AND POSTERS BY USING KNOWLEDGE LEARNED IN ILLUSTRATING, MOUNTING, LETTERING, COLORING, AND DUPLICATING TECHNIQUES--The student will be able to:

12.01 Make a complex transparency overlay.
12.02 Make a complex 3 dimensional poster.
12.03 Duplicate both of the above.
12.04 Make an overhead mobile for a health project.

13.0 LOCATE AND ORDER GRAPHIC MATERIAL FROM CATALOG SOURCES--The student will be able to:

13.01 Prepare a purchase order for projector bulbs.
13.02 Order specialty brushes.
13.03 Order specialty paints.

13.04 Order specialty crayons.
13.05 Order chalk.
13.06 Store and inventory all items.
13.07 Order specialty papers.
13.08 Assist with management of the media center.

14.0 OPERATE AND USE CLOSED-CIRCUIT TELEVISION EQUIPMENT WITH A BASIC DEGREE OF COMPETENCY--The student will be able to:

14.01 Set up and view a canned close-circuit television program.
14.02 Set up and view a live closed-circuit television program.
14.03 Operate camera and projection equipment to prepare a closed-circuit television program.
14.04 Direct a television program.
14.05 Use video tape recorder and projector.
14.06 Identify roles of the television team members.
14.07 Perform a television interview.

15.0 IDENTIFY BY NAME AND DESCRIBE CHARACTERISTICS OF THE MATERIALS AND EQUIPMENT USED FOR TELEVISION PRODUCTIONS--The student will be able to:

15.01 Describe the sound stage and tell how to avoid extraneous noise.
15.02 Describe the light source, spotlight use, colored moving lights (zoom).
15.03 Name the parts of the television camera.
15.04 Describe still life and animated cartoon productions for commercials.

16.0 IDENTIFY BY NAME AND DESCRIBE THE CHARACTERISTICS OF THE MATERIALS AND EQIPMENT USED FOR AUDIO RECORDING AND COPYING--The student will be able to:

16.01 Describe the components of a tape recorder and attachments.
16.02 Describe the "dont's" in the use of the tape recorder (x-ray, application of excessive heat, erase, no profanity).
16.03 Identify the time length and number of frame to exerpt or remove a section of a tape.
16.04 Erase a tape.

17.0 WRITE AND USE THE BASIC VOCABULARY NEEDED IN THE BROADCAST INDUSTRY--The student will be able to:

17.01 List words to be avoided in broadcasting.
17.02 Perform voice exercises.
17.03 Pronounce word endings.
17.04 Read aloud and evaluate your diction.

18.0 TYPE AT LEAST 30 CORRECT WORDS PER MINUTE AND DEMONSTRATE BASIC COMPUTER LITERACY--The student will be able to:

18.01 Turn on the machine and its printer.
18.02 Install disc (program)
18.03 Keyboard.
18.04 Type a purchase order.

19.0 PRODUCE MULTI-IMAGE AND MULTI-MEDIA PROGRAMS UTILIZING AUDIO AND VISUAL SOFTWARE AND HARDWARE--The student will be able to:

19.01 Prepare overlays of pictorials.
19.02 Record a script onto audio tape.
19.03 Describe trick photography, double exposure and artifacts.
19.04 Use the following equipment: micro memory programmer with micro dissolve units for multi slide projector presentations, overhead transparency projector, instamatic visual maker, audio tape recorder, 35mm camera, diazo protoprinter, thermofax copy machine, 16mm movie projector, super 8 movie projector, and 35mm copystand.

20.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

20.01 Conduct a job search.
20.02 Secure information about a job.
20.03 Identify documents that may be required when applying for a job.

20.04 Complete a job application.
20.05 Demonstrate competence in job interview techniques.
20.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
20.07 Identify acceptable work habits.
20.08 Demonstrate knowledge of how to make job changes appropriately.
20.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Bail Bonding

CODE NUMBER: Secondary _____ Postsecondary CJD0993

Florida CIP PS43.010503

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: LAW ENF 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as surety or bonding agents (186.267-010) or to provide supplemental training for persons previously or currently employed in this occupation. The program prepares students for certification as bail bonding agents in accordance with Section 648.34, Florida Statutes.

The content includes, but is not limited to, introduction to the criminal justice system; duties of surety and bail bonding agents; bail bonding process, bail bond laws and regulations; contract law, civil and criminal laws, laws of arrest and arrest techniques, judgments and indemnifications, courtroom organization, community relations, employability skills, and firearm safety.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and field activities are an integral part of this program for bail bonding process, arrest techniques, and firearm safety. Access to a firing range is required for firearm safety training.

The Criminal Justice Standards and Training Commission Policy Manual states that the teacher/student ratio must be no more than 1:8. The Commission is revising curriculum at present and the new policy will probably be 1:6.

III. SPECIAL NOTE: A certification of completion of the prescribed program must be sent to the Bureau of Licensing, Department of Insurance, Larson Building, Tallahassee, Florida 32301 in order for the students to take the Florida Bail Bondsman examination.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 80 hours.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Describe the components and goals of and career opportunities in the criminal justice system.
02. Discuss suretyship.
03. Perform duties and functions of bail bonding agents.
04. Discuss the nature of bail and the bonding process.
05. Identify bail bond laws, rules, and regulations.
06. Describe the licensing and regulations of bonding agents and regulations of rates and underwriting.
07. Identify the principles of contract law and the basic concepts.
08. Differentiate between civil law and criminal law.
09. Discuss laws of arrest.

Bail Bonding - continued

10. Demonstrate arrest technique and procedures.
11. Describe judgments and indemnifications.
12. Explain court organization and courtroom demeanor.
13. Describe community relations affecting bonding agents.
14. Demonstrate employability skills.
15. Demonstrate firearm safety.
16. Demonstrate an understanding of entrepreneurship.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: _____

PROGRAM TITLE: Bail Bonding — POSTSECONDARY NUMBER: CJD0993

01.0 DESCRIBE THE COMPONENTS AND GOALS OF AND CAREER OPPORTUNITIES IN THE CRIMINAL JUSTICE SYSTEM--The student will be able to:

01.01 Define criminal justice system.
01.02 Describe components and goals of criminal justice system.
01.03 Describe career opportunities in criminal justice system.

02.0 DISCUSS SURETYSHIP--The student will be able to:

02.01 Describe the historical development and importance of suretyship and the legal and equitable rights of the surety.
02.02 List the general principles of suretyship.
02.03 State the relationship between suretyship and risk.
02.04 Describe the legal and equitable fundamentals of suretyship.
02.05 Define the basic terms related to bonding, Personal Surety, and Corporate Suretyship.

03.0 PERFORM DUTIES AND FUNCTIONS OF BAIL BONDING AGENTS--The student will be able to:

03.01 Complete forms used to execute bail bond.
03.02 File out application for bail forms.
03.03 Complete Indemnity Agreement.
03.04 Prepare daily bond register.
03.05 Prepare individual file for clients.
03.06 Give prenumbered receipts, premium and escrow.
03.07 Monitor and update court docket book.
03.08 Describe entrepreneur activities of bail bonding.
03.09 Discuss posting an appeal bond, law, Chapter 924.15.

04.0 DISCUSS THE NATURE OF BAIL AND THE BONDING PROCESS--The student will be able to:

04.01 Define and classify Judicial Bonds and list their typical features.
04.02 Explain court bonds.
04.03 Describe the "Statute of Fraud."
04.04 Discuss: The Florida Constitution, the Judicial System and the bonding process.
04.05 List what persons are entitled to bail.
04.06 Give the title of the person who may fix and approve bail.
04.07 Describe "Admission to Bail."
04.08 List persons who may and may not give bail.
04.09 Describe the undertaking: it's fulfillment and forfeiture, it's form and substance.
04.10 Discuss the financial qualifications of sureties and the substance of bail.
04.11 Describe the "Arrest and Surrender of the principle, and Estreat: Forfeiture and its enforcement."
04.12 List the possible defects in the undertaking and describe the cancellation process.
04.13 Describe the process of appeal giving the time limit for making an appeal and listing the courts that hear appeals.
04.14 Describe the stay of execution, the appeal of bonds and explain when the defendent is insolvent and describe the breach of the undertaking.
04.15 Define a supersedeas bond and list the conditions calling for a Writ of Supersedeas.
04.16 Define Habeas Corpus Bonds, Extradition Bonds, Ne Exeat Bonds, Civil Contempt Bonds and Fine and Costs Bonds. Discuss the Writ of NeExeat in Florida, the plaintiff's and the defendants NeExeat bond.

05.0 IDENTIFY BAIL BOND LAWS, RULES, AND REGULATIONS--The student will be able to:

05.01 Discuss Chapter 903, Florida Statutes (bail).
05.02 Discuss Chapter 648, Florida Statutes, regulation of bail bondsmen and runners.
05.03 Describe the rules written by the Insurance Commissioner to implement Chapter 903 and F.S. 648.

06.0 DESCRIBE THE LICENSING AND REGULATIONS OF BONDING AGENTS AND REGULATIONS OF RATES AND UNDERWRITING--The student will be able to:

- 06.01 Explain the reasons for licensing and regulation of bondspersons.
- 06.02 List all the general requirements for licensure, and list the reasons a license may be denied, suspended, or not renewed.
- 06.03 Discuss the license fees and taxes and tell for what these funds are used by the state.
- 06.04 Give the reasons for the regulation of trade practices, investments, and rates.
- 06.05 List the acts which are prohibited.
- 06.06 Describe the areas of regulation and discuss State versus Federal regulation and explain the function of the Insurance Commissioner.
- 06.07 Describe the licensing of the companies and their examination.
- 06.08 Tell what is meant by underwriting.

07.0 IDENTIFY THE PRINCIPLES OF CONTRACT LAW AND THE BASIC CONCEPTS--The student will be able to:

- 07.01 Define the Common Law and list its effects.
- 07.02 Discuss the court's interpretation of surety bonds.
- 07.03 List the basic concepts of general contract law.
- 07.04 Explain the essentials of contract.
- 07.05 Explain what is meant by Utmost Good Faith, Fraud, Power of Attorney, Misrepresentation.
- 07.06 Discuss the enforcability of contracts.
- 07.07 Define statutory law.

08.0 DIFFERENTIATE BETWEEN CIVIL LAW AND CRIMINAL LAW--The student will be able to:

- 08.01 Identify the difference between civil law and criminal law, case law, constitutional law and state statutes.
- 08.02 Describe the agents liability for client injury, compensatory or punitive damages.
- 08.03 List the courts of civil law.
- 08.04 Discuss intentional torts, Malicious Prosecution Action and list the six elements in posing a Mal Pro Action.
- 08.05 Describe 10 concepts of a civil suit.
- 08.06 Define priviledged information and discuss the implications as applied to agent and client, attorney and client, and agent and attorney.
- 08.07 Define felony, misdemeanor, traffic offenses and infractions.

09.0 DISCUSS LAWS OF ARREST--The student will be able to:

- 09.01 Discuss laws of arrest, bail jumping, and bail-skip tracking techniques.
- 09.02 Describe case lawrelating to right to arrest.
- 09.03 Describe Florida Statute 903.21, 903.22, and 903.29.
- 09.04 List and describe the importance of positive identification of defendent, the value of certified copy of the bond, the agents right to delegate power of arrest, the care, custody and control of defendent after arrest by surety.
- 09.05 Discuss the liability in case of false arrest.

10.0 DEMONSTRATE ARREST TECHNIQUE AND PROCEDURES--The student will be able to:

- 10.01 Describe the basic elements of crime.
- 10.02 Perform mock arrest techniques, and search and seizure.
- 10.03 Apply handcuffs, check for weapons.
- 10.04 Identify the legal and ethical aspects of firearms.
- 10.05 Identify the civil liability of agent in case of a shooting.
- 10.06 Perform basic unarmed defense techniques.
- 10.07 Discuss Actus Reaus in terms of voluntary acts, what if forbidden by law, and negative acts.
- 10.08 Discuss Mens rea and Se Inter.
- 10.09 Define "intent."
- 10.10 Explain liabilities for crimes of others (18 U.S. Code section 2, and F.S. Chapter 843).
- 10.11 Define forgery (Chapter 831.01 F.S.).

11.0 DESCRIBE JUDGMENTS AND INDEMNIFICATIONS--The student will be able to:

11.01 Discuss judgements and indemnifications.
11.02 Describe the procedures to vacate final judgements.
11.03 Define collateral and list its types and dangers of.
11.04 Summarize FS Chapter 903.14.

12.0 EXPLAIN COURT ORGANIZATION AND COURTROOM DEMEANOR--The student will be able to:

12.01 Identify the types of courts and their organization and control.
12.02 Explain the facets of courtroom demeanor important to surety agents.
12.03 Define perjury.

13.0 DESCRIBE COMMUNITY RELATIONS AFFECTING BONDING AGENTS--The student will be able to:

13.01 Describe the civic responsibilities of surety agents and public officials.
13.02 Identify appropriate relationships between agent and client, client's family, indemnitor, court system personnel, attorney, and police officers.
13.03 Identify different ways to improve a bondsperson's image in the community.

14.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

14.01 Conduct a job search.
14.02 Secure information about a job.
14.03 Identify documents that may be required when applying for a job.
14.04 Complete a job application.
14.05 Demonstrate competence in job interview techniques.
14.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
14.07 Identify acceptable work habits.
14.08 Demonstrate knowledge of how to make job changes appropriately.
14.09 Demonstrate acceptable employee health habits.

15.0 DEMONSTRATE FIREARM SAFETY--The student will be able to:

15.01 Identify basic rules of handling firearms and the laws governing them in Florida.
15.02 Perform safe handling of firearms.

16.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP--The student will be able to:

16.01 Define entrepreneurship.
16.02 Describe the importance of entrepreneurship to the American economy.
16.03 List the advantages and disadvantages of business ownership.
16.04 Identify the risks involved in ownership of a business.
16.05 Identify the necessary personal characteristics of a successful entrepreneur.
16.06 Identify the business skills needed to operate a small business efficiently and effectively.

CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Civil Engineering Aide

CODE NUMBER: Secondary 8915000 | Postsecondary _____

Florida CIP PS15.029901

SECONDARY SCHOOL CREDITS 6 | COLLEGE CREDITS _____ | POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational x Other 10-12, 30, 31

CERTIFICATION COVERAGE: TEC CONSTR @7 TEC EN AID @7 SURVEY 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for entry level employment as civil engineering aides or surveyors helpers (61081000) assisting civil engineers or urban planners or to provide supplemental training for persons previously or currently employed in this occupation.

The content includes, but is not limited to, basic mathematical, scientific, or technical aspects of civil engineering or urban planning; beginning surveying, including mapping natural terrain; drafting; employability skills; health and safety including first aid and CPR; and communication skills.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

Listed below are the courses that comprise this program when offered at the secondary level:

8915010 Civil Engineering Aide 1
8915020 Civil Engineering Aide 2
8915030 Civil Engineering Aide 3
8915040 Civil Engineering Aide 4
8915050 Civil Engineering Aide 5
8915060 Civil Engineering Aide 6

II. LABORATORY ACTIVITIES: Laboratory activities including basic civil drafting and blue print reading are an appropriate part of this program. Laboratory and field activities relating to surveying are required.

III. SPECIAL NOTE: The cooperative method of instruction may be used for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan, signed by the student, the teacher and employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks relevant to the student's career goal. The student must receive compensation for work performed.

The particular outcomes and student performance standards which the handicapped student must master to earn credit must be specified in the student's individual educational plan (IEP). Additional credits may be earned when outcomes and standards are mastered in accordance with the requirements indicated in subsequent IEP's. The job title for which the student is being trained must be designated in the IEP.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate employability skills.
02. Assist civil engineers in collecting and analyzing soil samples, surveying and mapping.
03. Assist urban planners in developing specifications and materials for special housing centers.
04. Demonstrate command of mathematical formulae for geometric designs.

Civil Engineering Aide - continued

05. Take photographs for legal uses.
06. Demonstrate beginning knowledge of drainage and geologic concepts.
07. Operate surveying instruments.
08. Prepare drawings and sketches.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: 8915000

PROGRAM TITLE: Civil Engineering Aide POSTSECONDARY NUMBER: _____

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Conduct a job search.
- 01.02 Secure information about a job.
- 01.03 Identify documents that may be required when applying for a job.
- 01.04 Complete a job application.
- 01.05 Demonstrate competence in job interview techniques.
- 01.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 01.07 Identify acceptable work habits.
- 01.08 Demonstrate knowledge of how to make job changes appropriately.
- 01.09 Demonstrate acceptable employee health habits.

02.0 ASSIST CIVIL ENGINEERS IN COLLECTING AND ANALYZING SOIL SAMPLES, SURVEYING AND MAPPING--The student will be able to:

- 02.01 Prepare sample tags for test specimens.
- 02.02 Show ability to take a disturbed soil sample.
- 02.03 Properly hold level rod and the chain.
- 02.04 Trace topographic map details.

03.0 ASSIST URBAN PLANNERS IN DEVELOPING SPECIFICATIONS AND MATERIALS FOR SPECIAL HOUSING CENTERS--The student will be able to:

- 03.01 Collect data for origin/destination studies.
- 03.02 Collect traffic signal timing data.
- 03.03 Perform traffic counts.
- 03.04 Collect demographic data.

04.0 DEMONSTRATE COMMAND OF MATHEMATICAL FORMULAE FOR GEOMETRIC DESIGNS--The student will be able to:

- 04.01 Calculate missing elements of right triangles.
- 04.02 Calculate volume and area of rectangles, squares, triangles, parallelograms, cylinders, cones, and spheres.

05.0 TAKE PHOTOGRAPHS FOR LEGAL USES--The student will be able to:

- 05.01 Take polaroid photographs.
- 05.02 Take photographs with single lens reflex.
- 05.03 Compose photographs.

06.0 DEMONSTRATE BEGINNING KNOWLEDGE OF DRAINAGE AND GEOLOGICAL CONCEPTS--The student will be able to:

- 06.01 Demonstrate knowledge of a water budget.
- 06.02 Demonstrate knowledge of stream behavior.
- 06.03 Recognize soil types.

07.0 OPERATE SURVEYING INSTRUMENTS--The student will be able to:

- 07.01 Operate the following instruments:
  - a. Rod and Rod level.
  - b. Chain, thermometer, tension-pull, and barometer.
  - c. Set up engineers level.
  - d. Set up engineers transit.

08.0 PREPARE DRAWINGS AND SKETCHES--The student will be able to:

- 08.01 Plot cross sections and profiles.
- 08.02 Trace cross section templates.
- 08.03 Plot lot boundaries.
- 08.04 Store and retrieve maps.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service — COURSE CREDIT: 1

PROGRAM TITLE: Civil Engineering Aide — PROGRAM NUMBER: 8915000

COURSE TITLE: Civil Engineering Aide 1 — COURSE NUMBER: 8915010

COURSE DESCRIPTION:

This course provides basic mathematical, scientific, or technical aspects of civil engineering. Employability skills, health and safety including CPR are included.

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Conduct a job search.
- 01.02 Secure information about a job.
- 01.03 Identify documents that may be required when applying for a job.
- 01.04 Complete a job application.
- 01.05 Demonstrate competence in job interview techniques.
- 01.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 01.07 Identify acceptable work habits.
- 01.08 Demonstrate knowledge of how to make job changes appropriately.
- 01.09 Demonstrate acceptable employee health habits.

02.0 ASSIT CIVIL ENGINEERS IN COLLECTING AND ANALYZING SOIL SAMPLES, SURVEYING AND MAPPING--The student will be able to:

- 02.01 Prepare sample tags for test specimens.
- 02.02 Show ability to take a disturbed soil sample.
- 02.03 Properly hold level rod and the chain.
- 02.04 Trace typographic map details.

04.0 DEMONSTRATE COMMAND OF MATHEMATICAL FORMULAE FOR GEOMETRIC DESIGNS--The student will be able to:

- 04.01 Calculate missing elements of right triangles.
- 04.02 Calculate volume and area of rectangles, squares, triangles, parallelograms, cylinders, cones, and spheres.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service — COURSE CREDIT: 1

PROGRAM TITLE: Civil Engineering Aide — PROGRAM NUMBER: 8915000

COURSE TITLE: Civil Engineering Aide 2 — COURSE NUMBER: 8915020

COURSE DESCRIPTION:

This course provides instruction in beginning surveying and drafting. Communication skills are included.

05.0 TAKE PHOTOGRAPHS FOR LEGAL USES--The student will be able to:

- 05.01 Take polaroid photographs.
- 05.02 Take photographs with single lens reflex.
- 05.03 Compose photographs.

06.0 DEMONSTRATE BEGINNING KNOWLEDGE OF DRAINAGE AND GEOLOGICAL CONCEPTS--The student will be able to:

- 06.01 Demonstrate knowledge of a water budget.

06.02 Demonstrate knowledge of stream behavior.
06.03 Recognize soil types.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service — COURSE CREDIT: 1

PROGRAM TITLE: Civil Engineering Aide — PROGRAM NUMBER: 8915000

COURSE TITLE: Civil Engineering Aide 3 — COURSE NUMBER: 8915030

COURSE DESCRIPTION:

This course provides laboratory experiences and begins preparing students for the practicum.

03.0 ASSIST URBAN PLANNERS IN DEVELOPING SPECIFICATIONS AND MATERIALS FOR SPECIAL HOUSING CENTERS--The student will be able to:

03.01 Collect data for origin/destination studies.
03.02 Collect traffic signal timing data.
03.03 Perform traffic counts.
03.04 Collect demographic data.

07.0 OPERATE SURVEYING INSTRUMENTS--The student will be able to:

07.01 Operate the following instruments:
a. Rod and Rod level.
b. Chain, thermometer, tension-pull, and barometer.
c. Set up engineers level.
d. Set up engineers transit.

08.0 PREPARE DRAWINGS AND SKETCHES--The student will be able to:

08.01 Plot cross sections and profiles.
08.02 Trace cross section templates.
08.03 Plot lot boundaries.
08.04 Store and retrieve maps.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service — COURSE CREDIT: 1

PROGRAM TITLE: Civil Engineering Aide — PROGRAM NUMBER: 8915000

COURSE TITLE: Civil Engineering Aide 4 — COURSE NUMBER: 8915040

COURSE DESCRIPTION:

This course is a practicum which covers all aspects of Civil Engineering Aide employment. Courses #1, 2, and 3 are pre-requisite to this course.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service — COURSE CREDIT: 1

PROGRAM TITLE: Civil Engineering Aide — PROGRAM NUMBER: 8915000

COURSE TITLE: Civil Engineering Aide 5 — COURSE NUMBER: 8915050

COURSE DESCRIPTION:

This course is a practicum which covers all aspects of Civil Engineering Aide employment. Courses #1, 2, 3, and 4 are pre-requisite to this course.

STUDENT PEFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service | COURSE CREDIT: 1

PROGRAM TITLE: Civil Engineering Aide | PROGRAM NUMBER: 8915000

COURSE TITLE: Civil Engineering Aide 6 | COURSE NUMBER: 8915060

COURSE DESCRIPTION:

This course is a practicum which covers all aspects of Civil Engineering Aide employment. Courses #1, 2, 3, 4, and 5 are pre-requisite to this course.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Civil Engineering Technology

CODE NUMBER: Secondary _____ Postsecondary ETC0002

Florida CIP PS15.020101

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other __30, 31__

CERTIFICATION COVERAGE: TEC CONSTR @7 TEC EN AID @7 SURVEY 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as drafters, civil (005.281-101), surveyors (10081600), civil engineering technicians (10081816), or surveyors helpers (61081000) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, surveying, highway design, soils and foundations, photogrammetry, asphalt design, drainage and geology, concrete design, orientation to utilities, structural design, estimating, drafting, legal and ethical considerations, employability skills, leadership and human relations skills, health and safety, and supportive general education. Computer use is essential. Technical report writing, record keeping and mathematical computations are important aspects of this occupation.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and field activities are an integral part of this curriculum.

III. SPECIAL NOTE: Leadership skills are enhanced through student membership in the Florida Engineering Society, American Society of Civil Engineering Technicians, or the Florida Society of Professional Land Surveyors. Such membership should be encouraged. Upon graduation, completers are eligible to take the National Certification Examination for Civil Engineering Technicians. After eight years of experience the graduate becomes eligible for the land surveying certification examination of Florida's Department of Professional Regulation.

The Florida State Board of Professional Land Surveyors, Department of Professional Regulation, approves programs of land surveyors. Graduates of these programs are then eligible, with four years of experience, to sit for the land surveying certification examination.

The cooperative method of instruction may be used for this program. When the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks relevant to the student's career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 10.0, Language 10.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Solve general, technical, and engineering type problems.
02. Write, modify and run basic programs on microcomputers.
03. Use the computer as an aid to drafting.
04. Use instruments to construct engineering, mechanical, and geometrical type drawings.
05. Sketch, letter, and generate linework to describe various objects.
06. Read and produce drawings (orthographic) involving orthographic projection, sections, pictorial, and auxilliary views.
07. Use practical concepts studied in human relations to on-the-job application in business and industry.
08. Solve problems involving plane trigonometry.
09. Solve typical engineering strength of materials problems.
10. Recognize the use of the various materials in the construction industry.
11. Utilize standard surveying equipment to make measurements and calculations to run a traverse, establish levels, keep notes, and produce required drawings.
12. Recognize the use of the various materials of selected industries.
13. Produce drawings involving standard equipment and computers.
14. Solve engineering graphics problems using standard techniques and reference materials.
15. Analyze physical and mechanical properties of soil and concrete.
16. Solve basic hydraulic problems using the theory of incompressible fluids.
17. Solve problems using theories learned in engineering mechanics.
18. Establish grades, locate property lines, and utilities; and produce plots and calculate cut and fill by average-end-area.
19. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: _____

PROGRAM TITLE: Civil Engineering Technology POSTSECONDARY NUMBER: ETC0002

01.0 SOLVE GENERAL, TECHNICAL, AND ENGINEERING TYPE PROBLEMS--The student will be able to:

- 01.01 Given two pieces of data concerning a right triangle, compute the missing sides and/or angles.
- 01.02 Given necessary data concerning polygons, compute the area.
- 01.03 Given three pieces of data concerning an oblique triangle, compute the missing sides and angles.
- 01.04 Given necessary data concerning an oblique triangle, compute the area.
- 01.05 Given a line graph and one piece of data (ordinate or abscissa) solve for missing ordinate or abscissa data.
- 01.06 Read and interpret engineering related graphs.

02.0 WRITE, MODIFY AND RUN BASIC PROGRAMS ON MICROCOMPUTERS--The student will be able to:

- 02.01 Use computers programmed in a basic language.
- 02.02 Write, using a desk top computer loop programs for a single input and a single output.
- 02.03 Write, using a desk top computer loop programs for multiple entry and multiple output.
- 02.04 Use HP hand-held 41-CX or equal computer to write loop programs for single input and single output.
- 02.05 Use HP hand-held 41-CX or equal computer to write loop programs for multiple entry and multiple output.
- 02.06 Using a desk-top computer and surveying/engineering canned software, solve engineering and surveying type problems, such as plats, and direction traverses with corrections.
- 02.07 Using HP hand-held 41-CX computer or equal and surveying/engineering canned software, solve engineering and surveying type problems such as plats, and direction traverses with corrections.

03.0 USE THE COMPUTER AS AN AID TO DRAFTING--The student will be able to:

- 03.01 Use COGO programs to plot surveying/engineering problems.
- 03.02 Use coordinate data generated from desk top and HP hand-held 41-CX computers or equal to plot topographic maps, plats, roadway alignments, parking lots, subdivisions, and other appropriate civil engineering projects.

04.0 USE INSTRUMENTS TO CONSTRUCT ENGINEERING, MECHANICAL, AND GEOMETRICAL TYPE DRAWINGS--The student will be able to:

- 04.01 Use Leroy lettering set and reservoir technical pens to draft on various media topographic maps, plats, subdivisions, plans and profiles, and other appropriate civil engineering projects.
- 04.02 Use a Polar planometer to determine areas for plats, drainage computations, and land planning.
- 04.03 Use curve sets to draw plans and profiles.
- 04.04 Use curve templates to draw plans and profiles.
- 04.05 Demonstrate correct use of appropriate drafting instruments in given situations.

05.0 SKETCH, LETTER, AND GENERATE LINEWORK TO DESCRIBE VARIOUS OBJECTS--The student will be able to:

- 05.01 Prepare sketches and descriptions of real property.
- 05.02 Use topographic map symbols including linework to enhance topographic maps.
- 05.03 Use proper line symbols and notes from road design standards to prepare plans and profiles.

06.0 READ AND PRODUCE DRAWINGS (ORTHOGRAPHIC) INVOLVING ORTHOGRAPHIC PROJECTION, SECTIONS, PICTORIAL, AND AUXILLIARY VIEWS--The student will be able to:

- 06.01 Produce orthographic projections.
- 06.02 Produce typical road cross section drawings.
- 06.03 Produce auxiliary view drawings of utility conflicts.

07.0 USE PRACTICAL CONCEPTS STUDIED IN HUMAN RELATIONS TO ON-THE-JOB APPLICATION IN BUSINESS AND INDUSTRY--The student will be able to:

- 07.01 Adapt learnings to job situations.
- 07.02 Recognize lines of authority from organizational charts.
- 07.03 Modify language to work situations.

08.0 SOLVE PROBLEMS INVOLVING PLANE TRIGONOMETRY--The student will be able to:

- 08.01 Solve right triangle problems using sine, cosine, tangent and pythagorean theorem.
- 08.02 Solve oblique triangle problems using the law of sines and the law of cosines.
- 08.03 Compute areas of right and oblique triangles.

09.0 SOLVE TYPICAL ENGINEERING STRENGTH OF MATERIALS PROBLEMS--The student will be able to:

- 09.01 Calculate forces, and stresses in various structural members as determined by the material(s) used.
- 09.02 Calculate the stresses in bolts and rivets and determine the number needed in different types of connections.
- 09.03 Determine the centroid location of different cross-sectional shapes.
- 09.04 Calculate a) moments of inertia, b) radius of gyration, and c) bending moments of beams.
- 09.05 Understand the appropriate engineering vocabulary and terminology.
- 09.06 Have a basic knowledge of the strengths of various engineering materials used in the design of machines and structures.
- 09.07 Understand the use of the universal testing machine.

10.0 RECOGNIZE THE USE OF THE VARIOUS MATERIALS IN THE CONSTRUCTION INDUSTRY--The student will be able to:

- 10.01 Write trip tickets, prepare delivery logs, and measure in-place materials.
- 10.02 Inspect placement and testing of storm sewer drainage pipe and gravity sewer pipe.
- 10.03 Inspect placement and test pressure pipe systems.
- 10.04 Run standard ASTM test of deformed steel bars and compute results.
- 10.05 Run standard ASTM test for flat stock and compute results.
- 10.06 Run standard ASTM test for standard 505 samples and compute results.
- 10.07 Run standard Rockwell hardness test.
- 10.08 Run standard ASTM test for shear and compute results.
- 10.09 Run standard ASTM test for compressive strength and compute results.
- 10.10 Run standard ASTM test for air entrainment.
- 10.11 Run standard ASTM test for volume.

11.0 UTILIZE STANDARD SURVEYING EQUIPMENT TO MAKE MEASUREMENTS AND CALCULATIONS TO RUN A TRAVERSE, ESTABLISH LEVELS, KEEP NOTES, AND PRODUCE REQUIRED DRAWINGS--The student will be able to:

- 11.01 Use engineers tape.
- 11.02 Use chaining pins.
- 11.03 Use plumb bobs.
- 11.04 Use tension pulls scale.
- 11.05 Use Lock hand level.
- 11.06 Use thermometers.
- 11.07 Use EDM equipment.
- 11.08 Use engineers level.
- 11.09 Use modern level.
- 11.10 Use precise level.
- 11.11 Use engineers transit, repeating and directional.
- 11.12 Use theodolite, repeating and directional.
- 11.13 Use field book to keep field notes.
- 11.14 Use plane table.
- 11.15 Use HP 41CX computer or equivalent.

12.0 RECOGNIZE THE USE OF THE VARIOUS MATERIALS OF SELECTED INDUSTRIES--The student will be able to:

12.01 Identify clay pipe and give use.
12.02 Identify PVC pipe and give use.
12.03 Identify cast iron pipe and give use.
12.04 Identify steel structural members and give use.
12.05 Identify reinforcing steel and give use.
12.06 Identify concrete structures.
12.07 Identify asphalt types and uses.
12.08 Identify corrosion preventing coatings.
12.09 Identify concrete (RCP) pipe and give use.
12.10 Identify pre stressed concrete cylinder pipe and give use.

13.0 PRODUCE DRAWINGS INVOLVING STANDARD EQUIPMENT AND COMPUTERS--The student will be able to:

13.01 Draw a plat.
13.02 Draw an inlet structure.
13.03 Draw a record subdivision.
13.04 Draw a stress-strain diagram.
13.05 Draw a pump/lift station.

14.0 SOLVE ENGINEERING GRAPHICS PROBLEMS USING STANDARD TECHNIQUES AND REFERENCE MATERIALS--The student will be able to:

14.01 Use Location Survey Manual and other Florida DOT manuals.
14.02 Use typical design standards.
14.03 Use Public Works Manuals.
14.04 Use TR-55 Urban hydrology for small watersheds.
14.05 Use manual of standard practice for detailing reinforced concrete structure (ACI 315-74) and others.
14.06 Use county soil survey by soil conservation service - USDA.
14.07 Prepare a topographic map of a subdivision with standard soil types.
14.08 Using TR-55 and the prepared soils type map, compute peak run off.
14.09 Use Route Location and Design, (Thomas F. Hickerson - McGraw -Hill).
14.10 Use clay pipe engineering manual (NCPI quality - Research, Washington, D.C. 1982).
14.11 Use Highway Engineering, (John Wiley & Sons) Clarkson H. Oglesby - latest edition.

15.0 ANALYZE PHYSICAL AND MECHANICAL PROPERTIES OF SOIL AND CONCRETE--The student will be able to:

15.01 Run standard ASTM soil test and compute results for the following:
  a. gradation analysis.
  b. liquid limit.
  c. plastic limit.
  d. modified proctor.
  e. moisture content-oven and/or speedy.
  f. nuclear density.
15.02 Make a trial batch and run a standard ASTM concrete test and compute results for the following:
  a. slump.
  b. air entrainment.
  c. compressive strength.

16.0 SOLVE BASIC HYDRAULIC PROBLEMS USING THE THEORY OF INCOMPRESSIBLE FLUIDS--The student will be able to:

16.01 Compute peak discharge using "Use interim run off procedure for Florida - soil conservation service".
16.02 Compute discharge due to developed condition of project.
16.03 Compute quantity of water and waste water flow and size pressure pipes.
16.04 Size pipes for gravity flow of storm waters.

17.0 SOLVE PROBLEMS USING THEORIES LEARNED IN ENGINEERING MECHANICS--The student will be able to:

17.01 Solve vector addition problems by the triangular method and the component method.

17.02 Given two coordinates, calculate length of line and reference angle.
17.03 Convert from polar to rectangular coordinates and its inverse.
17.04 Compute resultant of concurrent force systems.
17.05 Compute moments about a given point.
17.06 Compute the resultant force from several given couples.
17.07 Compute resultant of plane parallel force systems.
17.08 Compute resultant of nonparallel nonconcurrent force systems.
17.09 Replace a force by a force and a couple.
17.10 Construct free body diagrams.
17.11 Solve concurrent coplanar force systems (2 equations and 2 unknowns).
17.12 Solve coplanar nonparallel force systems.
17.13 Analyze frame and truss problems.

18.0 ESTABLISH GRADES, LOCATE PROPERTY LINES, AND UTILITIES; AND PRODUCE PLOTS AND CALCULATE CUT AND FILL BY AVERAGE-END-AREA--The student will be able to:

18.01 Calculate horizontal alignment for civil engineering structures.
18.02 Calculate vertical alignment for civil engineering structures.
18.03 Plot and draft maps, plats, plans and profiles, charts and graphs.
18.04 Calculate cuts and fills using average-end-area method.
18.05 Calculate borrow pit quantities.

19.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

19.01 Conduct a job search.
19.02 Secure information about a job.
19.03 Identify documents that may be required when applying for a job.
19.04 Complete a job application.
19.05 Demonstrate competence in job interview techniques.
19.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
19.07 Identify acceptable work habits.
19.08 Demonstrate knowledge of how to make job changes appropriately.
19.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Correctional Auxiliary Officer

CODE NUMBER: Secondary _____ Postsecondary CJD0004

Florida CIP PS43.010201

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: LAW ENF 7 PCE OFF TR @7 PUB SERV @7
CORR OFF 7

I. MAJOR CONCEPTS/CONTENT: This program is designed to prepare students for employment as correctional auxiliary officers (70100607) or to provide supplemental training for persons previously or currently employed in this occupation. Employment as a correctional auxiliary officer requires certification in accordance with Chapter 943, Florida Statutes.

The content includes, but is not limited to, introduction to the criminal justice system, basic law for corrections, operational procedures, firearms, mechanics of search, controlling techniques, institutional disturbances, emergency medical techniques, communications skills, and human skills.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Through hands-on and field activities, the student will gain experience in search techniques, defensive tactics, use of firearm, and emergency medical procedures and CPR.

On the firing range, the Criminal Justice Standards and Training Commission Policy Manual states that the teacher/student ratio must be no more than 1:8.

III. SPECIAL NOTE: Minimum length of this program is 97 hours as established by the Criminal Justice Standards and Training Commission in accordance with Florida Administration Code 11B-29 and s. 943.12, F.S. Due to this short period of program length, students are not expected to perform actual duties upon completion of the program but are expected to know the content covered in this program. Trainees should be trained to perform actual job skills on the job.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

All instructors must be certified by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and the Department of Education (DOE), except Community Colleges where DOE certification is not required.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Describe the criminal justice system and the Florida Criminal Justice Standards and Training Commission.
02. Demonstrate weapons knowledge and skills.
03. Describe basic law and legal procedures.
04. Describe corrections rules, legal rights and responsibilities.
05. Describe and demonstrate corrections operations.

Correctional Auxiliary Officer - Continued

06. Demonstrate interpersonal skills.
07. Identify physical security considerations.
08. Demonstrate emergency medical procedures.
09. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS **EFFECTIVE DATE:** July, 1988

PROGRAM AREA: Public Service Occupations **SECONDARY NUMBER:** _____

PROGRAM TITLE: Correctional Auxiliary Officer **POSTSECONDARY NUMBER:** CJD0004

01.0 DESCRIBE THE CRIMINAL JUSTICE SYSTEM AND THE FLORIDA CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION--The student will be able to:

- 01.01 Define and identify the major components and general organization of the criminal justice system.
- 01.02 Describe the history of corrections.
- 01.03 Describe the principles of corrections.
- 01.04 Identify the objectives, responsibilities, duties and structures of the Criminal Justice Standards and Training Commission.

02.0 DEMONSTRATE WEAPONS KNOWLEDGE AND SKILLS--The student will be able to:

- 02.01 Use service weapon.
- 02.02 Demonstrate firearms safety procedures.
- 02.03 Use chemical agents.
- 02.04 Use alternate service weapons.
- 02.05 Use ammunition.

03.0 DESCRIBE BASIC LAW AND LEGAL PROCEDURES--The student will be able to:

- 03.01 Describe constitutional law.
- 03.02 Explain legal aspects of use of firearms.
- 03.03 Describe civil and criminal liability.

04.0 DESCRIBE CORRECTIONS RULES, LEGAL RIGHTS AND RESPONSIBILITIES--The student will be able to:

- 04.01 Describe State corrections rules and regulations.
- 04.02 Describe inmate rights and responsibilities and identify privileged communication.
- 04.03 Describe correctional officer rights and responsibilities.

05.0 DESCRIBE AND DEMONSTRATE CORRECTIONS OPERATIONS--The student will be able to:

- 05.01 Describe chain of command and organization.
- 05.02 Describe inspection services.
- 05.03 Write reports.
- 05.04 Complete inmate record forms.
- 05.05 Describe food service requirements/procedures.
- 05.06 Describe safety requirements/procedures.
- 05.07 Describe environmental health requirements/procedures.
- 05.08 Describe intake procedures.
- 05.09 Describe inmate property control procedures.
- 05.10 Describe classification procedures.
- 05.11 Roll fingerprints.
- 05.12 Describe inmate transfer procedures.
- 05.13 Describe inmate release procedures.
- 05.14 Describe bonding procedures.
- 05.15 Describe referral procedures.

06.0 DEMONSTRATE INTERPERSONAL SKILLS--The student will be able to:

- 06.01 Describe stress resolution and management.
- 06.02 Describe human behavior and needs.
- 06.03 Describe human adjustment to imprisonment.
- 06.04 Describe similarities and differences among different ethnic and cultural groups.
- 06.05 Describe inmate societies.
- 06.06 Demonstrate interpersonal skills including listening, non-verbal communication, and counseling techniques.
- 06.07 Identify criminal types and careers.
- 06.08 Describe institutional criminality.
- 06.09 Demonstrate crisis intervention.
- 06.10 Identify special characteristics of female inmates.
- 06.11 Identify special characteristics of mentally ill and mentally handicapped inmates.
- 06.12 Identify special characteristics of homosexual inmates.
- 06.13 Identify special characteristics of alcohol and drug abusers.

06.14 Identify special characteristics of physically handicapped inmates.
06.15 Describe skills to use when supervising inmates.
06.16 Recognize inmate deception and manipulation.
06.17 Describe suicide prevention and intervention techniques.

07.0 IDENTIFY PHYSICAL SECURITY CONSIDERATIONS--The student will be able to:

07.01 Describe inspection services.
07.02 Demonstrate inspection techniques.
07.03 Demonstrate control of physical security systems.
07.04 Describe tool and sensitive item control concepts/procedures, key control concepts/procedures, accountability concepts/procedures and security equipment concepts/procedures.
07.05 Describe inmate movement requirements/procedures.

08.0 DEMONSTRATE EMERGENCY MEDICAL PROCEDURES--The student will be able to:

08.01 Describe and demonstrate first responder techniques.
08.02 Demonstrate Cardiopulmonary Resuscitation (CPR) techniques.

09.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

09.01 Conduct a job search.
09.02 Secure information about a job.
09.03 Identify documents that may be required when applying for employment.
09.04 Complete a job application.
09.05 Demonstrate competence in job interview techniques.
09.06 Identify or demonstrate appropriate responses to criticism by employer, supervisor, or other persons.
09.07 Identify acceptable work habits.
09.08 Demonstrate knowledge of how to make job changes appropriate.
09.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK — PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Correctional Officer

CODE NUMBER: Secondary _____ Postsecondary CJD0400

Florida CIP PS43.010200

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: CORR OFF 7 PUB SERV @7
LAW ENF 7 PCE OFF TR @7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as correctional officers (372.667-018), or jailers (70100607) or to provide supplemental training for persons previously or currently employed in this occupation. The program prepares students for certification as a correctional officer in accordance with Chapter 943, Florida Statutes.

The content includes, but is not limited to, the criminal justice system and the Florida Criminal Justice Standards and Training Commission, weapons skills, basic law and legal procedures, corrections rules, rights and responsibilities, first responder techniques, inmate control techniques, communication knowledge, interpersonal skills, investigation procedures, correctional operations, physical security considerations, and emergency preparedness techniques.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Practical skills and field experiences are an integral part of this program to include courtroom demeanor and testifying, report writing, interviewing and interrogation techniques, communications, controlling and restraining techniques, weapons training, chemical agent applications, fingerprinting, substance abuse recognition, emergency preparedness techniques, first responder techniques, fire-fighting techniques, and interpersonal skills.

On the firing range, the Criminal Justice Standards and Training Commission Policy Manual states that the teacher/student ratio must be no more than 1:8.

III. SPECIAL NOTE: This basic recruit course is established for the purpose of providing job related training at the entry level to candidates for full or part-time correctional officer positions. The minimum length of this program is 411 hours as set by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Sections 943.12 and 943.13, F.S. All instructors must be certified by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and the Department of Education, except Community Colleges where DOE certification is not required.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Describe the criminal justice system and the Florida Criminal Justice Standards and Training Commission.

Correctional Officer - Continued

02. Demonstrate weapons knowledge and skills.
03. Describe basic law and legal procedures.
04. Describe corrections rules, rights, and responsibilities.
05. Demonstrate first responder techniques.
06. Demonstrate inmate control techniques.
07. Demonstrate communications skills.
08. Demonstrate interpersonal skills.
09. Identify investigation knowledge and skills.
10. Describe and demonstrate correctional operations.
11. Identify physical security considerations.
12. Demonstrate emergency preparedness techniques.
13. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: _____

PROGRAM TITLE: Correctional Officer | POSTSECONDARY NUMBER: CJD0400

01.0 DESCRIBE THE CRIMINAL JUSTICE SYSTEM AND THE FLORIDA CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION--The student will be able to:

- 01.01 Define and identify the major components and general organization of the criminal justice system.
- 01.02 Describe the history of corrections.
- 01.03 Describe the principles of corrections.
- 01.04 Describe probation and parole.
- 01.05 Identify the objectives, responsibilities, duties and structures of the Criminal Justice Standards and Training Commission.

02.0 DEMONSTRATE WEAPONS KNOWLEDGE AND SKILLS--The student will be able to:

- 02.01 Demonstrate firearms safety procedures.
- 02.02 Use ammunition.
- 02.03 Use a service weapon.
- 02.04 Use alternate service weapons.
- 02.05 Use chemical agents.

03.0 DESCRIBE BASIC LAW AND LEGAL PROCEDURES--The student will be able to:

- 03.01 Describe history and evolution of laws.
- 03.02 Describe constitutional law.
- 03.03 Identify elements of crime and parties to a crime and describe classification of offenses and intent.
- 03.04 Describe probable cause and arrest laws.
- 03.05 Explain legal aspects of search and seizure.
- 03.06 Describe subpoenas and court rules and trial procedures.
- 03.07 Demonstrate courtroom demeanor and testimony.
- 03.08 Describe legal defense and burden of proof.
- 03.09 Explain evidence concepts and evidence rules.
- 03.10 Identify various criminal laws.
- 03.11 Describe civil and criminal liability.
- 03.12 Explain the Myers Act and the Baker Act.

04.0 DESCRIBE CORRECTIONS RULES, RIGHTS, AND RESPONSIBILITIES--The student will be able to:

- 04.01 Describe State corrections rules and regulations.
- 04.02 Describe inmate rights and responsibilities and identify privileged communication.
- 04.03 Describe correctional officer rights and responsibilities.

05.0 DEMONSTRATE FIRST RESPONDER TECHNIQUES--The student will be able to:

- 05.01 Describe and demonstrate first responder techniques.
- 05.02 Demonstrate Cardiopulmonary Resuscitation (CPR) techniques.
- 05.03 Discuss health issues that first responders encounter most often.

06.0 DEMONSTRATE INMATE CONTROL TECHNIQUES--The student will be able to:

- 06.01 Describe effects and liabilities of use of non-deadly and deadly force.
- 06.02 Use restraint devices.
- 06.03 Demonstrate defensive tactics and physical conditioning.
- 06.04 Transport prisoners.
- 06.05 Search person, cell, and area.

07.0 DEMONSTRATE COMMUNICATION SKILLS--The student will be able to:

- 07.01 Take statements.
- 07.02 Take notes.
- 07.03 Write reports.
- 07.04 Describe reporting procedures.

07.05 Identify radio codes and demonstrate radio procedures.
07.06 Identify communication equipment and describe FCIC/NCIC.

08.0 DEMONSTRATE INTERPERSONAL SKILLS--The student will be able to:

08.01 Show ethical and professional behavior and courtesy.
08.02 Describe human behavior and needs.
08.03 Describe human adjustment to imprisonment.
08.04 Describe similarities and differences among different ethnic and cultural groups.
08.05 Describe inmate societies.
08.06 Identify criminal types and careers.
08.07 Describe institutional criminality.
08.08 Demonstrate interpersonal skills including listening, non-verbal communication, and counseling techniques.
08.09 Demonstrate crisis intervention techniques.
08.10 Identify special characteristics of juvenile and youthful inmates.
08.11 Identify special characteristics of female inmates.
08.12 Identify special characteristics of mentally ill and mentally handicapped inmates.
08.13 Identify special characteristics of homosexual inmates.
08.14 Identify special characteristics of alcohol and drug abusers.
08.15 Identify special characteristics of physically handicapped inmates.
08.16 Describe skills to use when supervising inmates.
08.17 Recognize inmate deception and manipulation.
08.18 Describe suicide prevention and intervention techniques.
08.19 Describe stress resolution and management.

9.0 IDENTIFY INVESTIGATION KNOWLEDGE AND SKILLS--The student will be able to:

09.01 Describe preliminary and follow-up investigation procedures.
09.02 Describe crime scene search procedures.
09.03 Describe evidence handling procedures.
09.04 Describe chain of custody.

10.0 DESCRIBE AND DEMONSTRATE CORRECTIONAL OPERATIONS--The student will be able to:

10.01 Describe chain of command and organization.
10.02 Describe inspection services.
10.03 Demonstrate inspection techniques.
10.04 Describe safety requirements/procedures.
10.05 Describe environmental health requirements/procedures.
10.06 Describe health care service requirements/procedures.
10.07 Describe food service requirements/procedures.
10.08 Describe control room operations/procedures.
10.09 Describe intake procedures.
10.10 Describe inmate property control procedures.
10.11 Describe classification procedures.
10.12 Roll fingerprints.
10.13 Describe inmate transfer procedures.
10.14 Describe inmate release procedures.
10.15 Describe bonding procedures.
10.16 Recognize potential weapons.
10.17 Recognize contraband and describe contraband control and disposal procedures.
10.18 Inventory property.
10.19 Describe disciplinary and confinement procedures.
10.20 Describe referral procedures.

11.0 IDENTIFY PHYSICAL SECURITY CONSIDERATIONS--The student will be able to:

11.01 Identify visual perception/discrimination and observation techniques.
11.02 Identify patrol concepts and techniques.
11.03 Identify patrol hazards.
11.04 Identify officer survival considerations.
11.05 Describe tool and sensitive item control concepts/procedures, key control concepts/procedures, accountability concepts/procedures and security equipment concepts/procedures.

11.06 Describe inmate mov[illegible] requirements/procedures.

12.0 DEMONSTRATE EMERGENCY PRE[illegible]SS TECHNIQUES--The student will be able to:

12.01 Demonstrate riot control procedures, techniques for handling unusual occurrences, hostage situation procedures, and emergency procedures.
12.02 Demonstrate firefighting principles/procedures.

13.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

13.01 Conduct a job search.
13.02 Secure information about a job.
13.03 Identify documents that may be required when applying for a job.
13.04 Complete a job application.
13.05 Demonstrate competence in job interview techniques.
13.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
13.07 Identify acceptable work habits.
13.08 Demonstrate knowledge of how to make job changes appropriately.
13.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK — PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Correctional Probation Officer

CODE NUMBER: Secondary _____ Postsecondary CJD0480

Florida CIP PS43.010202

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: CORR OFF 7 LAW ENF 7
PUB SERV @ 7 PCE OFF TR @ 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students as entry level correctional probation officers (70100607) with the Florida Department of Corrections, which requires certification in accordance with Chapter 943, Florida Statutes.

The content includes, but is not limited to, introduction to the criminal justice system; laws, rules and regulations; public relations; operational procedures; human skills; and proficiency skills including first aid, self defense, firearms familiarization, driver perception, and controlling and restraining techniques.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Practical skills and field exercises are an integral part of this program, to include problem solving techniques, drug recognition, interpersonal skills, public speaking, supervisory skills, firearms familiarization, chemical agent application, self-defense training, controlling and restraining techniques, first aid, cardiopulmonary resuscitation, report writing, communications, courtroom demeanor and testimony.

On the firing range, the Criminal Justice Standards and Training Commission Policy Manual states that the teacher/student ratio must be no more than 1:8.

III. SPECIAL NOTE: The program is established for the purpose of providing job-related training at the entry level to candidates for full-time correctional probation officer positions with the Florida Department of Corrections. The minimum length of this program is 320 hours as set by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Sections 943.12 and 943.13, Florida Statutes.

In accordance with Section 233.0695, F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

All instructors must be certified by Florida Department of Law Enforcement and Department of Education, except Community Colleges where Department of Education certification is not required.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Describe the criminal justice system.
02. Explain the law and rules of probationer supervision, laws of arrest, and search and seizure limits.
03. Describe and demonstrate public speaking and public relations techniques.
04. Describe and demonstrate probation officer operational procedures.

Correctional Probation Officer - Continued

05. Describe and demonstrate human relations skills.
06. Demonstrate basic first aid techniques.
07. Demonstrate cardiopulmonary resuscitation techniques.
08. Demonstrate self-defense techniques.
09. Demonstrate weapons familiarization.
10. Describe proper driver perceptual functions.
11. Demonstrate controlling and restraining techniques.
12. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: _____

PROGRAM TITLE: Correctional Probation Officer — POSTSECONDARY NUMBER: CJD0480

01.0 DESCRIBE THE CRIMINAL JUSTICE SYSTEM--The student will be able to:

01.01 Compare and contrast various criminal justice systems.
01.02 Describe the history of the Florida correctional system.
01.03 Describe correctional trends and innovations.
01.04 Describe the Florida Probation and Parole Commission.
01.05 Describe various community facilities established for the supervision of prbationers.
01.06 Describe offender classification and rehabilitation programs.

02.0 EXPLAIN THE LAWS AND RULES OF PROBATIONER SUPERVISION, LAWS OF ARREST, AND SEARCH AND SEIZURE LIMITS--The student will be able to:

02.01 Explain the legal aspects of supervision.
02.02 Demonstrate courtroom demeanor and testimony.
02.03 Explain laws of arrest.
02.04 Demonstrate proper arrest procedures and techniques.
02.05 Describe presentence and postsentence investigations.
02.06 Review and critique reports on violation of probation.
02.07 Describe sentencing guidelines.
02.08 Explain offender grievance procedures.
02.09 Explain personnel procedures pertinent to probation officers.
02.10 Describe professional behavior by probation officers.
02.11 Review and critique various investigations, other than presentence investigations.
02.12 Explain economic considerations in assessing offenders' ability to pay court ordered obligations.
02.13 Perform a legal mock search.
02.14 Demonstrate courtroom demeanor and testimony.

03.0 DESCRIBE AND DEMONSTRATE PUBLIC SPEAKING AND PUBLIC RELATIONS TECHNIQUES--The student will be able to:

03.01 Explain the importance of effective and positive public relations and professional courtesy.
03.02 Demonstrate effective public speaking skills.
03.03 Demonstrate correct responses to media contacts.
03.04 Explain procedures for utilizing volunteers.
03.05 Explain available community resources and correct referral procedures.

04.0 DESCRIBE AND DEMONSTRATE PROBATION OFFICER OPERATIONAL PROCEDURES--The student will be able to:

04.01 Write reports.
04.02 Use departmental report forms.
04.03 Prepare a progress report.
04.04 Describe Interstate Compact procedures.
04.05 Describe fiscal procedures relative to probationer supervision.
04.06 Describe procedures for termination of probation.
04.07 Prepare a plan of action for an emergency situation common to the probation and parole setting.
04.08 Describe methods to survive a hostage situation.
04.09 Operate an FCIC/NCIC computer terminal.
04.10 Apply problem solving techniques.
04.11 Develop treatment alternatives for probationers.
04.12 Identify case needs.
04.13 Demonstrate supervisory skills.

05.0 DESCRIBE AND DEMONSTRATE HUMAN RELATIONS SKILLS--The student will be able to:

05.01 Demonstrate interpersonal skills including listening and communications techniques.
05.02 Critique interpersonal communications skills of self and others.
05.03 Describe similarities and differences among different ethnic and cultural groups.
05.04 Explain various motivational techniques.
05.05 Differentiate normal behaviors from abnormal behaviors.

05.06 Demonstrate direct and non-direct interviewing and counseling techniques.
05.07 Identify commonly abused substances and user effects.
05.08 Identify common psychological terms and common psychological testing measurements.
05.09 Explain basic considerations of time management.
05.10 Explain categories used for personnel assessments and considerations in career planning.
05.11 Identify methods which offenders use to manipulate officers and compromise the professional relationship.

06.0 DEMONSTRATE BASIC FIRST AID TECHNIQUES--The student will be able to:

06.01 Administer first aid treatment for specific injuries.

07.0 DEMONSTRATE CARDIOPULMONARY RESUSCITATION TECHNIQUES--The student will be able to:

07.01 Perform cardiopulmonary resuscitation.

08.0 DEMONSTRATE SELF-DEFENSE TECHNIQUES--The student will be able to:

08.01 Explain appropriate use of force.
08.02 Explain reporting procedures for incidents involving use of force.
08.03 Demonstrate defenses against attack in different situations.

09.0 DEMONSTRATE WEAPONS FAMILIARIZATION--The student will be able to:

09.01 Explain firearms safety procedures.
09.02 Explain basic handling procedures for handguns, shotguns, and chemical agents.
09.03 Use a firearm.

10.0 DESCRIBE PROPER DRIVER PERCEPTUAL FUNCTIONS--The student will be able to:

10.01 Describe considerations for safe operation of a motor vehicle.

11.0 DEMONSTRATE CONTROLLING AND RESTRAINING TECHNIQUES--The student will be able to:

11.01 Demonstrate physical conditioning and low-impact aerobics.
11.02 Use restraining system.
11.03 Demonstrate defensive applications of the flashlight.
11.04 Dispatch a radio report.

12.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

12.01 Conduct a job search.
12.02 Secure information about a job.
12.03 Identify documents that may be required when applying for a job.
12.04 Complete a job application.
12.05 Demonstrate competence in job interview techniques.
12.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
12.07 Identify acceptable work habits.
12.08 Demonstrate knowledge of how to make job changes appropriately.
12.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK — PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Criminal Justice Assisting

CODE NUMBER: Secondary 8918000 — Postsecondary CJD0995

Florida CIP PS43.019900

SECONDARY SCHOOL CREDITS	COLLEGE CREDITS	POSTSECONDARY ADULT VOCATIONAL CREDITS
3		

APPLICABLE LEVEL(S): ____ 7-9 ____ 9-12 ____ Postsecondary Adult Vocational

____ Postsecondary Vocational — x Other 10-12, 30, 31

CERTIFICATION COVERAGE: LAW ENF 7 — PUB SER @7
CORR OFF 7 — PCE OFF TR @7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as criminal justice aides parking enforcement officers (70101007), and fingerprint clerks (209.367-026) that do not require certification by the Criminal Justice Standards and Training Commission, Florida Department of Law Enforcement.

The content includes, but is not limited to, introduction to the criminal justice system, police ethics and constitutional law, patrol procedures, traffic control procedures, defensive tactics and physical proficiency skills, first aid and cardiopulmonary resuscitation, interpersonal and communication skills, investigation procedures, court systems and trial procedures, correctional system, introduction to forensic science, crime prevention, property control, employability skills, and computer skills.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

Listed below are the courses that comprise this program when offered at the secondary level:

8918010 Criminal Justice Assisting 1
8918020 Criminal Justice Assisting 2
8918030 Criminal Justice Assisting 3

II. LABORATORY ACTIVITIES: Field and laboratory activities include basic procedures in traffic control, patrol, search and arrest, stop and frisk, mock trial, jail operations, crime prevention, fingerprinting, forensic photography, and crime laboratory examination procedures. To accomplish field and laboratory activities, the coordination of field trips to criminal justice agencies is essential.

III. SPECIAL NOTE: The Public Service Students of Florida is an appropriate vocational student organization for providing leadership training experiences and for reinforcing specific vocational skills. When provided, these activities are considered an integral part of this program. The Police Explorer Program of the Boy Scouts of America is also an excellent organization for this program.

The cooperative method of instruction may be used for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan, signed by the student, the teacher and employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks relevant to the student's career goal. The student must receive compensation for work performed.

The Parking Enforcement Specialist program is provided for in Section 316.640 F.S., and is approved by the Criminal Justice Standards and Training Commission.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this program is: Mathematics 6.0, Language 8.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 450 hours.

The particular outcomes and student performance standards which the handicapped student must master to earn credit must be specified in the student's individual educational plan (IEP). Additional credits may be earned when outcomes and standards are mastered in accordance with the requirements indicated in subsequent IEP's. The job title for which the student is being trained mustbe designated in the IEP.

IV. INTENDED OUTCOMES: After successfully completing this program, students will be able to:

01. Discuss goals of and career opportunities in the criminal justice system.
02. Interpret police ethics and constitutional laws in relation to law enforcement operations.
03. Describe court systems and trial processes.
04. Describe the correctional system and provide assistance in correctional/jail operation.
05. Utilize personal, interpersonal, and communication skills.
06. Demonstrate employability skills.
07. Describe characteristics of patrol and provide assistance in patrolling.
08. Describe traffic control procedures and provide assistance in traffic control.
09. Use defensive tactics and physical proficiency skills.
10. Apply first aid and CPR.
11. Describe crime and accident investigation procedures and provide assistance at scene.
12. Assist in forensic science tasks, such as fingerprinting, crime laboratory examination, and forensic photography.
13. Describe crime prevention programs and assist in developing and implementing them.
14. Explain property control procedures.
15. Demonstrate computer literacy.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: 8918000

PROGRAM TITLE: Criminal Justice Assisting POSTSECONDARY NUMBER: CJD0995

01.0 DISCUSS GOALS OF AND CAREER OPPORTUNITIES IN THE CRIMINAL JUSTICE SYSTEM--The student will be able to:

01.01 Define criminal justice system.
01.02 Discuss goals of the criminal justice system.
01.03 Describe career opportunities in the criminal justice system.

02.0 INTERPRET POLICE ETHICS AND CONSTITUTIONAL LAWS IN RELATION TO LAW ENFORCEMENT OPERATIONS--The student will be able to:

02.01 Interpret canons of police ethics.
02.02 Define constitutional law and describe how if affects law enforcement operations.
02.03 Describe federal law, state (Florida) criminal law, civil law, and local ordinances.

03.0 DESCRIBE COURT SYSTEMS AND TRIAL PROCESSES--The student will be able to:

03.01 Discuss the federal court system and identify different types of courts in federal court system.
03.02 Describe the Florida court system.
03.03 Describe local court systems in Florida.
03.04 Discuss Florida criminal law.
03.05 Discuss Florida criminal procedures.
03.06 Describe the people involved in the courtroom settings, and the processes of pretrial, trial, and posttrial.
03.07 Discuss the juvenile court system in Florida.
03.08 Assist in researching cases.
03.09 Describe and assist with warrants and summons process.
03.10 Notify witnesses and defendants of court schedules.
03.11 Demonstrate courtroom demeanor and testify in court.

04.0 DESCRIBE THE CORRECTIONAL SYSTEM AND PROVIDE ASSISTANCE IN CORRECTIONAL/JAIL OPERATION--The student will be able to:

04.01 Describe the history of corrections.
04.02 Discuss local, state (Florida), and federal correctional systems.
04.03 Describe how a jail officer can help the prisoner during certain periods of crisis.
04.04 Discuss probation and parole.
04.05 Discuss Florida juvenile corrections system.
04.06 Prepare booking forms.
04.07 Receive prisoner property.
04.08 Identify the rights of the prisoner.
04.09 Assist in conducting prisoner, body cavity, and cell searches.
04.10 Classify prisoners.
04.11 Maintain jail, prisoner, and property logs.

05.0 UTILIZE PERSONAL, INTERPERSONAL, AND COMMUNICATION SKILLS--The student will be able to:

05.01 Follow directions.
05.02 Display integrity, loyalty, dependability, and punctuality.
05.03 Show compassion and work well with others.
05.04 React to stress situations properly.
05.05 Use telephone courtesy and relay telephone messages.
05.06 Prepare written reports.
05.07 Demonstrate proper use of available communications equipment.
05.08 Describe techniques for obtaining information.
05.09 Identify sources of information.

06.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

06.01 Conduct a job search.
06.02 Secure information about a job.
06.03 Identify documents that may be required when applying for a job.
06.04 Complete a job application.
06.05 Demonstrate competence in job interview techniques.

06.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
06.07 Identify acceptable work habits.
06.08 Demonstrate knowledge of how to make job changes appropriately.
06.09 Demonstrate acceptable employee health habits.

07.0 DESCRIBE CHARACTERISTICS OF PATROL AND PROVIDE ASSISTANCE IN PATROLLING--The student will be able to:

07.01 State main duties and responsibilities of patrol officers.
07.02 Identify different patrol types and zones and the advantages and disadvantages of each patrol type.
07.03 Utilize observation points and sensory perceptions.
07.04 Utilize defensive driving techniques.
07.05 Demonstrate patrol techniques.
07.06 Identify suspicious persons and circumstances.
07.07 Assist in traffic stop.
07.08 Assist in inspecting vehicle and equipment.
07.09 Assist in stop and frisk.
07.10 Assist with arrest and search.
07.11 Describe how to establish rapport with citizens.

08.0 DESCRIBE TRAFFIC CONTROL PROCEDURES AND PROVIDE ASSISTANCE IN TRAFFIC CONTROL--The student will be able to:

08.01 Identify traffic emergencies and take proper action.
08.02 Position police vehicle and personnel.
08.03 Set up barricades and traffic cones.
08.04 Use hand signals, whistle, flashlight, and flares.
08.05 Coordinate with other traffic officers.
08.06 Provide escorts using proper protocol.
08.07 Use public address (bullhorn) system.
08.08 Serve as school crossing guard.
08.09 Read parking meters and identify violators.
08.10 Write parking citations.
08.11 Describe regulatory citation flow, their use and value.
08.12 Demonstrate knowledge of most frequently used sections of the uniform traffic code pertaining to parking regulations.

09.0 USE DEFENSIVE TACTICS AND PHYSICAL PROFICIENCY SKILLS--The student will be able to:

09.01 Recognize potential weapons.
09.02 Describe how to defend against knife or other sharp instrument.
09.03 Describe how to defend against firearm.
09.04 Apply counter moves.
09.05 Apply come-along holds.
09.06 Subdue and take down suspect.
09.07 Handcuff the suspect.
09.08 Conduct a wall search and a kneeling search.

10.0 APPLY FIRST AID AND CPR--The student will be able to:

10.01 Display personal hygiene.
10.02 Identify four classes of fire.
10.03 Use fire extinguishing agents.
10.04 Recognize hot power lines.
10.05 Recognize and respond to hazardous materials and situations.
10.06 Recognize life threatening situations.
10.07 Use gas mask and chemical agents.
10.08 Remove unconscious or disabled victim from dangerous situations.
10.09 Apply basic first aid techniques.
10.10 Recognize and report signs of abuse and neglect.
10.11 Apply cardiopulmonary resuscitation (CPR); secure and maintain certification in CPR.
10.12 Apply infection control measures in accordance with Center for Disease Control (CDC) guidelines.
10.13 Assist in handling mentally or physically disturbed person.

11.0 DESCRIBE CRIME AND ACCIDENT INVESTIGATION PROCEDURES AND PROVIDE ASSISTANCE AT SCENE--The student will be able to:

11.01 State the purpose and types of investigations.

11.02 Describe the responsibilities of law enforcement officers at the crime and/or accident scene.
11.03 Describe the role of evidence in investigations.
11.04 Describe crime scene investigation procedures.
11.05 Secure and preserve scene.
11.06 Photograph scene and evidence.
11.07 Take measurements.
11.08 Record facts using recording equipment and taking notes.
11.09 Sketch scene.
11.10 Assist in identifying, preserving, collecting, recording, and storing evidence.
11.11 Describe how to make casts of physical impressions of evidence.
11.12 Assist in processing scene for fingerprint.
11.13 Describe chain of custody.
11.14 Identify different search methods.

12.0 ASSIST IN FORENSIC SCIENCE TASKS, SUCH AS FINGERPRINTING, CRIME LABORATORY EXAMINATION, AND FORENSIC PHOTOGRAPHY--The student will be able to:

12.01 Roll fingerprints.
12.02 Identify focal points.
12.03 Identify fingerprint patterns.
12.04 Lift and record latent prints.
12.05 Describe blood-type identification procedures and assist with serological activities.
12.06 Describe hair and fiber examination procedures and assist with trace evidence activities.
12.07 Describe broken glass examination procedures and assist in broken glass examination.
12.08 Take mug shots and photographs.
12.09 Identify basic photo-laboratory procedures and assist with darkroom activities.

13.0 DESCRIBE CRIME PREVENTION PROGRAMS AND PROVIDE ASSISTANCE IN DEVELOPING AND IMPLEMENTING THEM--The student will be able to:

13.01 Identify community crime prevention programs.
13.02 Describe actions that citizens should take to implement a community or school crime prevention program.
13.03 Discuss how to develop and implement a crime prevention program.
13.04 Identify the role of law enforcement agencies in developing and implementing community crime prevention programs. Identify potential crime condition that can be eliminated by planning the physical environment.
13.05 Describe three stages at which architectural design can help prevent crime.
13.06 State ways in which an actively used neighborhood recreational facility helps prevent crime.
13.07 State features of exterior door design that will help prevent crime.
13.08 Conduct security surveys.
13.09 Assist with neighborhood crime watch activities.
13.10 Describe and assist in implementing community crime prevention programs such as Rape Crisis Center, Victim Advocate Program, Bike Safety Program, Traffic Safety Program, Child Safety Program, Financial Institution Security Program, Commercial and Business Security Program, and Sexual Assault Prevention Program.
13.11 Assist with manning Crime Alert Hotline.
13.12 Use crime analysis information.
13.13 Describe "Operation Identification" for residences and businesses.

14.0 EXPLAIN PROPERTY CONTROL PROCEDURES--The student will be able to:

14.01 Classify, identify, and mark property.
14.02 Match property with reports.
14.03 Assist with storage and control of evidence, property, and supplies.
14.04 Operate I'dent equipment.
14.05 Assist with issuance, maintenance, and inventory of department equipment and supplies.

15.0 DEMONSTRATE COMPUTER LITERACY--The student will be able to:

- 15.01 Use the computer as a tool in the special applications associated with the criminal justice system.
- 15.02 Access data bases for information.
- 15.03 Access computer program for career selection and postsecondary education opportunities.
- 15.04 Use electronic spread sheets for keeping track of data as applicable to the criminal justice system.
- 15.05 Use word processor as applicable in specific criminal justice occupations.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | COURSE CREDIT: 1

PROGRAM TITLE: Criminal Justice Assisting | PROGRAM NUMBER: 8918000

COURSE TITLE: Criminal Justice Assisting 1 | COURSE NUMBER: 8918010

COURSE DESCRIPTION:

This course is designed to introduce students to the fields of law enforcement, the court system, and the correctional system. The content includes career opportunities in these fields, court system, correctional system, interpersonal and communication skills, and employability skills.

01.0 DISCUSS GOALS OF AND CAREER OPPORTUNITIES IN THE CRIMINAL JUSTICE SYSTEM--The student will be able to:

01.01 Define criminal justice system.
01.02 Discuss goals of the criminal justice system.
01.03 Describe career opportunities in the criminal justice system.

02.0 INTERPRET POLICE ETHICS AND CONSTITUTIONAL LAWS IN RELATION TO LAW ENFORCEMENT OPERATIONS--The student will be able to:

02.01 Interpret canons of police ethics.
02.02 Define constitutional law and describe how if affects law enforcement operations.
02.03 Describe federal law, state (Florida) criminal law, civil law, and local ordinances.

03.0 DESCRIBE COURT SYSTEMS AND TRIAL PROCESSES--The student will be able to:

03.01 Discuss the federal court system and identify different types of courts in federal court system.
03.02 Describe the Florida court system.
03.03 Describe local court systems in Florida.
03.04 Discuss Florida criminal law.
03.05 Discuss Florida criminal procedures.
03.06 Describe the people involved in the courtroom settings, and the processes of pretrial, trial, and posttrial.
03.07 Discuss the juvenile court system in Florida.
03.08 Assist in researching cases.
03.09 Describe and assist with warrants and summons process.
03.10 Notify witnesses and defendants of court schedules.
03.11 Demonstrate courtroom demeanor and testify in court.

04.0 DESCRIBE THE CORRECTIONAL SYSTEM AND PROVIDE ASSISTANCE IN CORRECTIONAL/JAIL OPERATION--The student will be able to:

04.01 Describe the history of corrections.
04.02 Discuss local, state (Florida), and federal correctional systems.
04.03 Describe how a jail officer can help the prisoner during certain periods of crisis.
04.04 Discuss probation and parole.
04.05 Discuss Florida juvenile corrections system.
04.06 Prepare booking forms.
04.07 Receive prisoner property.
04.08 Identify the rights of the prisoner.
04.09 Assist in conducting prisoner, body cavity, and cell searches.
04.10 Classify prisoners.
04.11 Maintain jail, prisoner, and property logs.

05.0 UTILIZE PERSONAL, INTERPERSONAL, AND COMMUNICATION SKILLS--The student will be able to:

05.01 Follow directions.
05.02 Display integrity, loyalty, dependability, and punctuality.
05.03 Show compassion and work well with others.
05.04 React to stress situations properly.
05.05 Use telephone courtesy and relay telephone messages.
05.06 Prepare written reports.

05.07 Demonstrate proper use of available communications equipment.
05.08 Describe techniques for obtaining information.
05.09 Identify sources of information.

06.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

06.01 Conduct a job search.
06.02 Secure information about a job.
06.03 Identify documents that may be required when applying for a job.
06.04 Complete a job application.
06.05 Demonstrate competence in job interview techniques.
06.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
06.07 Identify acceptable work habits.
06.08 Demonstrate knowledge of how to make job changes appropriately.
06.09 Demonstrate acceptable employee health habits.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations COURSE CREDIT: 1

PROGRAM TITLE: Criminal Justice Assisting PROGRAM NUMBER: 8918000

COURSE TITLE: Criminal Justice Assisting 2 COURSE NUMBER: 8918020

COURSE DESCRIPTION:

This course is designed to develop competencies in patrol, traffic control, defensive tactics and physical proficiency skills, and first aid and cardiopulmonary resuscitation skills.

07.0 DESCRIBE CHARACTERISTICS OF PATROL AND PROVIDE ASSISTANCE IN PATROLLING--The student will be able to:

07.01 State main duties and responsibilities of patrol officers.
07.02 Identify different patrol types and zones and the advantages and disadvantages of each patrol type.
07.03 Utilize observation points and sensory perceptions.
07.04 Utilize defensive driving techniques.
07.05 Demonstrate patrol techniques.
07.06 Identify suspicious persons and circumstances.
07.07 Assist in traffic stop.
07.08 Assist in inspecting vehicle and equipment.
07.09 Assist in stop and frisk.
07.10 Assist with arrest and search.
07.11 Describe how to establish rapport with citizens.

08.0 DESCRIBE TRAFFIC CONTROL PROCEDURES AND PROVIDE ASSISTANCE IN TRAFFIC CONTROL--The student will be able to:

08.01 Identify traffic emergencies and take proper action.
08.02 Position police vehicle and personnel.
08.03 Set up barricades and traffic cones.
08.04 Use hand signals, whistle, flashlight, and flares.
08.05 Coordinate with other traffic officers.
08.06 Provide escorts using proper protocol.
08.07 Use public address (bullhorn) system.
08.08 Serve as school crossing guard.
08.09 Read parking meters and identify violators.
08.10 Write parking citations.
08.11 Describe regulatory citation flow, their use and value.
08.12 Demonstrate knowledge of most frequently used sections of the uniform traffic code pertaining to parking regulations.

09.0 USE DEFENSIVE TACTICS AND PHYSICAL PROFICIENCY SKILLS--The student will be able to:

09.01 Recognize potential weapons.
09.02 Describe how to defend against knife or other sharp instrument.
09.03 Describe how to defend against firearm.
09.04 Apply counter moves.

09.05 Apply come-along holds.
09.06 Subdue and take down suspect.
09.07 Handcuff the suspect.
09.08 Conduct a wall search and a kneeling search.

10.0 APPLY FIRST AID AND CPR--The student will be able to:

10.01 Display personal hygiene.
10.02 Identify four classes of fire.
10.03 Use fire extinguishing agents.
10.04 Recognize hot power lines.
10.05 Recognize and respond to hazardous materials and situations.
10.06 Recognize life threatening situations.
10.07 Use gas mask and chemical agents.
10.08 Remove unconscious or disabled victim from dangerous situations.
10.09 Apply basic first aid techniques.
10.10 Recognize and report signs of abuse and neglect.
10.11 Apply cardiopulmonary resuscitation (CPR); secure and maintain certification in CPR.
10.12 Apply infection control measures in accordance with Center for Disease Control (CDC) guidelines.
10.13 Assist in handling mentally or physically disturbed person.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — COURSE CREDIT: 1

PROGRAM TITLE: Criminal Justice Assisting — PROGRAM NUMBER: 8918000

COURSE TITLE: Criminal Justice Assisting 3 — COURSE NUMBER: 8918030

COURSE DESCRIPTION:

This course is designed to develop competencies in crime and accident investigation procedures, forensic science tasks, crime prevention, and property control procedures.

11.0 DESCRIBE CRIME AND ACCIDENT INVESTIGATION PROCEDURES AND PROVIDE ASSISTANCE AT SCENE--The student will be able to:

11.01 State the purpose and types of investigations.
11.02 Describe the responsibilities of law enforcement officers at the crime and/or accident scene.
11.03 Describe the role of evidence in investigations.
11.04 Describe crime scene investigation procedures.
11.05 Secure and preserve scene.
11.06 Photograph scene and evidence.
11.07 Take measurements.
11.08 Record facts using recording equipment and taking notes.
11.09 Sketch scene.
11.10 Assist in identifying, preserving, collecting, recording, and storing evidence.
11.11 Describe how to make casts of physical impressions of evidence.
11.12 Assist in processing scene for fingerprint.
11.13 Describe chain of custody.
11.14 Identify different search methods.

12.0 ASSIST IN FORENSIC SCIENCE TASKS, SUCH AS FINGERPRINTING, CRIME LABORATORY EXAMINATION, AND FORENSIC PHOTOGRAPHY--The student will be able to:

12.01 Roll fingerprints.
12.02 Identify focal points.
12.03 Identify fingerprint patterns.
12.04 Lift and record latent prints.
12.05 Describe blood-type identification procedures and assist with serological activities.
12.06 Describe hair and fiber examination procedures and assist with trace evidence activities.
12.07 Describe broken glass examination procedures and assist in broken glass examination.
12.08 Take mug shots and photographs.
12.09 Identify basic photo-laboratory procedures and assist with darkroom activities.

13.0 DESCRIBE CRIME PREVENTION PROGRAMS AND PROVIDE ASSISTANCE IN DEVELOPING AND IMPLEMENTING THEM--The student will be able to:

13.01 Identify community crime prevention programs.
13.02 Describe actions that citizens should take to implement a community or school crime prevention program.
13.03 Discuss how to develop and implement a crime prevention program.
13.04 Identify the role of law enforcement agencies in developing and implementing community crime prevention programs. Identify potential crime condition that can be eliminated by planning the physical environment.
13.05 Describe three stages at which architectural design can help prevent crime.
13.06 State ways in which an actively used neighborhood recreational facility helps prevent crime.
13.07 State features of exterior door design that will help prevent crime.
13.08 Conduct security surveys.
13.09 Assist with neighborhood crime watch activities.
13.10 Describe and assist in implementing community crime prevention programs such as Rape Crisis Center, Victim Advocate Program, Bike Safety Program, Traffic Safety Program, Child Safety Program, Financial Institution Security Program, Commercial and Business Security Program, and Sexual Assault Prevention Program.
13.11 Assist with manning Crime Alert Hotline.
13.12 Use crime analysis information.
13.13 Describe "Operation Identification" for residences and businesses.

14.0 EXPLAIN PROPERTY CONTROL PROCEDURES--The student will be able to:

14.01 Classify, identify, and mark property.
14.02 Match property with reports.
14.03 Assist with storage and control of evidence, property, and supplies.
14.04 Operate I'dent equipment.
14.05 Assist with issuance, maintenance, and inventory of department equipment and supplies.

15.0 DEMONSTRATE COMPUTER LITERACY--The student will be able to:

15.01 Use the computer as a tool in the special applications associated with the criminal justice system.
15.02 Access data bases for information.
15.03 Access computer program for career selection and postsecondary education opportunities.
15.04 Use electronic spread sheets for keeping track of data as applicable to the criminal justice system.
15.05 Use word processor as applicable in specific criminal justice occupations.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Criminal Justice Technology

CODE NUMBER: Secondary _____ Postsecondary _____

Florida CIP PS43.010300

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS x POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

x Postsecondary Vocational _____ Other 30, 31

CERTIFICATION COVERAGE:

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students to work in law enforcement (70101007) agencys, correctional institutions, juvenile courts, crime laboratories, or mobile units dealing with physical evidence, etc. or to provide supplemental training for persons previously or currently employed in these occupations.

This program does not prepare students for certification as corrections or law enforcement officers. A student must successfully complete the Criminal Justice Standards and Training Commission Basic Recruit Program in either law enforcement or corrections to become certified, pursuant to Chapter 943, Florida Statutes.

The content includes, but is not limited to, patrol and investigative activities; the handling and care of incarcerated individuals; procedures for initial and post contact with the public in such matters as obtaining and relating information; developing critical thinking and decision making processes; preparing reports, visitation programs and testifying in court; techniques for collection, preparation and transportation of physical evidence; methods of crime prevention; and methods for investigation, counseling and referral of neglected/dependent children, delinquents and youthful offenders.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: The collection, identification and presentation of evidence, criminal investigative techniques and first aid instruction are topics that should be treated and taught in a laboratory and field setting. The criminal justice technology students should also undergo clinical experience courses. Traffic control, photography, physical education, driving and crime scene are also field based operations.

III. SPECIAL NOTE: Successful completion of the Criminal Justice Standards Commission basic recruit programs in either law enforcement or corrections may garnish students college credit toward the associate degree. The credits to be awarded are left to the discretion of the institution involved.

Professional Association student membership is encouraged in the Academy of Criminal Justice Sciences or the American Criminal Justice Association or Lambda Alpha Epsilon (LAE).

The cooperative method of instruction may be used for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks relevant to the student's career goal. Students must receive compensation for work performed.

The typical length of this program for the average achieving student is an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Describe and discuss the criminal justice system.
02. Describe and discuss the principles of criminology.
03. Identify the criminal investigation procedure.
04. Describe the juvenile deliquency field.
05. Summarize police administration.
06. Demonstrate law enforcement operations procedures.
07. Identify procedures in accident investigation and traffic enforcement.
08. Describe the field of corrections administration.
09. Identify deviant and abnormal behavior.
10. Describe the field of criminal law.
11. Identify court room demeanor and testimony procedures.
12. Explain evidence and rules of evidence.
13. Describe non-institutional treatment of the offender (community based treatment).
14. Demonstrate employability skills.
15. Describe institutional treatment of the offender.
16. Describe group and individual counseling.
17. Recognize and use human relations skills, tolerance and understanding of cultural differences and self discipline.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: _____

PROGRAM TITLE: Criminal Justice Technology POSTSECONDARY NUMBER: PS43.010300

01.0 DESCRIBE AND DISCUSS THE CRIMINAL JUSTICE SYSTEM--The student will be able to:

- 01.01 Define the primary components of criminal justice and their primary responsibilities.
- 01.02 Identify problems that keep the system from functioning effectively and efficiently.
- 01.03 Explain the function and procedure of the federal uniform crime reporting (UCR) system.
- 01.04 Contrast present day criminal justice traditions and practices with their historical precedents and beginnings.
- 01.05 List the procedures an offender undergoes in his/her progression through the system.
- 01.06 Define and evaluate the present day value of the Peelian principles.

02.0 DESCRIBE AND DISCUSS THE PRINCIPLES OF CRIMINOLOGY--The student will be able to:

- 02.01 Analyze the criminal justice system through the processes of detection, apprehension, prosecution, and corrections.
- 02.02 Summarize the major theoretical factors and forces assumed to cause crime.
- 02.03 Illustrate the impact of crime on persons and property.
- 02.04 Discuss the extent of crime in the United States.
- 02.05 Define the victimless crimes and the origin of that term.
- 02.06 Discuss the ramifications of violent crimes, the career criminal and organized crime.

03.0 IDENTIFY THE CRIMINAL INVESTIGATION PROCEDURE--The student will be able to:

- 03.01 Explain some of the investigative techniques used in solving crimes.
- 03.02 Explain general criminal laboratory techniques.
- 03.03 Explain the necessity for and the methods of marking and preserving evidence.
- 03.04 Discuss the necessity for and importance of crime scene protection.
- 03.05 Define the importance of evidence to the court proceedings following arrest.
- 03.06 Identify various types of investigative hardware/equipment.
- 03.07 Describe the eleven primary steps of preliminary investigation.
- 03.08 Demonstrate ability to draw a simple crime scene sketch.
- 03.09 Discuss principles of proper interrogation techniques.
- 03.10 Explain the importance of police records to the investigative process.

04.0 DESCRIBE THE JUVENILE DELIQUENCY FIELD--The student will be able to:

- 04.01 Define juvenile delinquency.
- 04.02 Explain the general proceedings of the juvenile court system.
- 04.03 Compare the advantages and disadvantages of juvenile incarceration.
- 04.04 Identify some of the major causes of juvenile delinquency.
- 04.05 Analyze the problem areas which have an influence upon juvenile delinquency between peers, parents, and school.
- 04.06 Explain labeling theory.
- 04.07 Discuss the relevance and dynamics of gang theory to juvenile delinquency causation.
- 04.08 Relate the importance of the public school system to detection and prevention.
- 04.09 Discuss the juvenile halfway house concept.

05.0 SUMMARIZE POLICE ADMINISTRATION--The student will be able to:

- 05.01 Appraise the impact of National patrol studies.
- 05.02 Contrast the variations in organizational structures of police departments.

05.03 Give examples of different departmental recruiting techniques.
05.04 Explain the principles of and difference between line and staff.
05.05 Define the general principles of allocation and deployment of patrol manpower.
05.06 Explain the concept of criminal investigation management and supervision of cases.
05.07 Discuss the importance of a strong program of organized crime and vice control.
05.08 Identify crime prevention techniques.
05.09 Point out the relevance of Special Operations to the administration of police services.
05.10 Give examples of the advantages of computerized criminal justice information systems and their importance to the overall police agency operation.

06.0 DEMONSTRATE LAW ENFORCEMENT OPERATIONS PROCEDURES--The student will be able to:

06.01 Prepare a hypothetical public service announcement for news media.
06.02 Demonstrate a knowledge of mobile patrol techniques.
06.03 Appraise the value of making presentations to citizen groups.
06.04 Display effective oral communication techniques.
06.05 Prepare written reports.
06.06 Demonstrate the ability to prepare an effective written report.
06.07 Compare the advantages and disadvantages between foot patrol and motor patrol.
06.08 Explain why it is important to establish good rapport with citizens.
06.09 Discuss safety practices that should be used in stopping suspicious vehicles.
06.10 Explain the difference between the generalist and specialist concepts of patrol activity.

07.0 IDENTIFY PROCEDURES IN ACCIDENT INVESTIGATION, AND TRAFFIC ENFORCEMENT --The student will be able to:

07.01 Identify and discuss the 3 "E's" of traffic administration.
07.02 Identify basic steps in accident investigation.
07.03 Explain the concept of Selective Enforcement.
07.04 State the first duty of the accident investigator upon arrival at the scene.
07.05 Identify methods of locating accident witnesses.
07.06 Demonstrate ability to sketch a simple accident scene.
07.07 Define the concept and applicability of computers to traffic enforcement.
07.08 Contrast the pros and cons of use of motorcycles in accident investigations and enforcement programs.
07.09 Describe the traffic accident specialist and the use of specially equipped accident investigation vans.
07.10 Relate and show proficiency in the use of the skid mark formula.

08.0 DESCRIBE THE FIELD OF CORRECTIONS ADMINISTRATION--The student will be able to:

08.01 Explain the value of the history and evolution of corrections.
08.02 Discuss the philosophies of incarceration.
08.03 Discuss at least four major problems facing contemporary correctional administrators.
08.04 Identify the major differences between juvenile and adult institutionalization.
08.05 Contrast the early Auburn and Philadelphia style of prison construction with modern day practices.
08.06 Identify problems of the prison industry and vocational programs.
08.07 Explain the general concept of inmate gain time.

09.0 IDENTIFY DEVIANT AND ABNORMAL BEHAVIOR--The student will be able to:

09.01 Discuss the elements of professional behavior.
09.02 Discuss the importance of a professional attitude toward deviant and abnormal behavior.

09.03 Name the normal human defense mechanisms.
09.04 Identify mental disturbances that are confronted by criminal justice practitioners.
09.05 Contrast psychopathic behavior and the "normal" criminal.
09.06 Appraise the value of crisis intervention techniques in handling family violence situations.
09.07 Identify suicide behavior and forms of suicide.
09.08 Identify the importance of the criminal justice practitioner maintaining a healthy and honest self concept.
09.09 Discuss the relevance of knowledge of deviant and abnormal sexual behavior to the successful investigation and prosecution of sex crimes.
09.10 Recognize and discuss stress management in criminal justice work.

10.0 DESCRIBE THE FIELD OF CRIMINAL LAW--The student will be able to:

10.01 Discuss the legal procedures for securing admissions and confessions.
10.02 Identify dying declarations.
10.03 Demonstrate a practical knowledge of the rules of evidence.
10.04 Explain how burden of proof relates to a court trial.
10.05 Name some examples that show the difference between civil and criminal court trials.
10.06 Differentiate the difference between procedural and substantive criminal law.
10.07 Explain the legacy of English common law and its relationship to modern jurisprudence.
10.08 Identify the legal elements of the crime of rape.
10.09 Discuss the implications of constitutional law and it's relationship to criminal law.
10.10 Discuss the Bill of Rights of the Constitution.
10.11 Explain the concept of Stare Decesis.
10.12 Give an example of an ex post facto law.

11.0 IDENTIFY COURT ROOM DEMEANOR AND TESTIMONY PROCEDURES--The student will be able to:

11.01 Explain the duties of a baliff in court.
11.02 Describe the system of witness and defendant notification of court schedules.
11.03 Appraise the value of proper grooming and appearance habits.
11.04 List techniques helpful when being cross examined.
11.05 Explain the proper procedure for use of a hand written notebook as reference.

12.0 EXPLAIN EVIDENCE AND RULES OF EVIDENCE--The student will be able to:

12.01 State the purpose of evidence.
12.02 Name and describe types of evidence.
12.03 Define the term admissibility of evidence.
12.04 Define the term sufficiency of evidence.
12.05 Describe the general process and handling of all evidence from time of discovery until submitted to the court.
12.06 Describe the nature, purpose, and legal framework of privileged information regarding evidence.

13.0 DESCRIBE NON-INSTITUTIONAL TREATMENT OF THE OFFENDER (COMMUNITY BASED TREATMENT)--The student will be able to:

13.01 Define the concept of community based corrections.
13.02 Contrast and define the concepts of probation and parole.
13.03 Name the advantages of work release and prerelease programs.
13.04 Discuss the problems associated with probation case loads.
13.05 Explain the concept of contracting for correctional services with private/public sector.
13.06 Identify important historical progressions in the origins of parole.
13.07 Identify the "Father of Probation" and his contribution to probational thought.

14.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

14.01 Conduct a job search.
14.02 Secure information about a job.
14.03 Identify documents that may be required when applying for a job.

14.04 Complete a job application.
14.05 Demonstrate competence in job interview techniques.
14.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
14.07 Identify acceptable work habits.
14.08 Demonstrate knowledge of how to make job changes appropriately.
14.09 Demonstrate acceptable employee health habits.

15.0 DESCRIBE INSTITUTIONAL TREATMENT OF THE OFFENDER--The student will be able to:

15.01 Define the general categories of treatment services.
15.02 Explain the various roles of psychologists, psychiatrists, and sociologists in correctional institutions.
15.03 Explain the difference between vocational and therapeutic models for the rehabilitation of offenders.
15.04 Explain how the classification process can frequently intensify conflict between treatment and custody staffs.
15.05 List the classification areas or grades of inmates.

16.0 DESCRIBE GROUP AND INDIVIDUAL COUNSELING--The student will be able to:

16.01 Identify goals of correctional counseling.
16.02 Describe the casework role and function.
16.03 Discuss the principles of counseling techniques.
16.04 Explain types of role playing counseling techniques.
16.05 Identify some of the unique constraints and considerations in alcohol and drug abuse counseling.
16.06 Identify types of community resources that can be called upon to assist you in counseling activities.

17.0 RECOGNIZE AND USE HUMAN RELATIONS SKILLS, TOLERANCE AND UNDERSTANDING OF CULTURAL DIFFERENCES AND SELF DISCIPLINE--The student will be able to:

17.01 List the purposes of a structured public/human relations program in a police department/corrections agency.
17.02 Identify and describe police-community relations.
17.03 Identify impediments that typically circumvent a successful minority recruitment program.
17.04 Contrast some of the major cultural and ethnic differences that exist in our pluralistic society.
17.05 Identify prejudice, discrimination and racism.
17.06 List modern structured public and human relation programs utilized by law enforcement agencies.
17.07 Discuss the psychological concepts of motivation and basic human needs.
17.08 Discuss police ethics.
17.09 Discuss the impact of internal and external controls on police conduct.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Educational Technology

CODE NUMBER: Secondary _____ Postsecondary EDG0991

Florida CIP PS13.129901

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: TEC HU SVR 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as educational technicians, teacher aides (40065000), or to provide supplemental training for persons previously or currently employed in this occupation.

The content includes, but is not limited to, general education and philosophy; psychological and sociological aspects of teaching the disadvantaged and handicapped; education processes, theories of learning; school procedures; school resources; educational clerical processes, proofreading; test construction, interpretation, evaluation, and grading; audio-visual aids and resources, including tape recorders, motion picture projectors, and slide projectors; duplicating and photocopying equipment; employability skills; leadership and human relations skills; and health and safety, including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Both laboratory activities and clinical experiences are integral parts of this curriculum.

III. SPECIAL NOTE: The cooperative method of instruction is appropriate for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks which are relevant to the occupation which the student has chosen as a career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 6.0, Language 8.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate an understanding of education from an historical perspective.
02. Demonstrate an understanding of the sociological trends.
03. Demonstrate mastery of the role of an education paraprofessional.
04. Demonstrate an understanding of human growth and development.
05. Demonstrate a proficiency in the basic skills.
06. Demonstrate an understanding of instructional techniques.
07. Demonstrate proficiency at clerical skills.
08. Demonstrate an understanding of educational media.
09. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: _____

PROGRAM TITLE: Educational Technology POSTSECONDARY NUMBER: EDG0991

01.0 DEMONSTRATE AN UNDERSTANDING OF EDUCATION FROM AN HISTORICAL PERSPECTIVE--The student will be able to:

01.01 Discuss the social, historical, and philosophical foundations of education.
01.02 Trace the development of public schooling in Florida.

02.0 DEMONSTRATE AN UNDERSTANDING OF THE SOCIOLOGICAL TRENDS--The student will be able to:

02.01 Discuss public attitudes about instruction, curriculum, school management, and the role of educators.
02.02 Discuss the role of the parent in the education of his child and identify the teachers role in working with parents.
02.03 Discuss the challenges of providing multilingual/multicultural education in Florida.
02.04 Demonstrate an understanding of exceptional students and role of the State of Florida in providing for these students.
02.05 Explain the sociological aspects of poverty as they relate to education and the schools.
02.06 Explain the sociological implications of substance abuse.
02.07 List the symptoms and intervention techniques for suicide prevention.
02.08 List indicators of child abuse and state the educational, legal and moral responsibilities.
02.09 Demonstrate an understanding of forces and factors that effect change within the family.
02.10 Identify and list the effects of the increase of one parent households on the schools, particularly K-12.

03.0 DEMONSTRATE MASTERY OF THE ROLE OF AN EDUCATION PARAPROFESSIONAL--The student will be able to:

03.01 Define the role of an education paraprofessional.
03.02 Discuss the teacher - educational paraprofessional relationship.
03.03 Demonstrate appropriate responses to performance evaluation.
03.04 Identify acceptable work habits.
03.05 Demonstrate acceptable employee grooming and health habits.
03.06 Implement values clarification techniques.
03.07 List the stress producers in a classroom setting.
03.08 Demonstrate mastery of stress-coping techniques and discuss those most appropriate.
03.09 List and explain legal responsibilities within the profession.
03.10 Demonstrate appropriate time management techniques.
03.11 Recognize the importance of planning for each class period.
03.12 Prepare a lesson plan with written objectives.
03.13 Identify resource staff and their roles.

04.0 DEMONSTRATE AN UNDERSTANDING OF HUMAN GROWTH AND DEVELOPMENT--The student will be able to:

04.01 Identify typical and non-typical human development.
1. Conception to Birth: Identify major environmental and genetic factors that impact on prenatal development.
2. Birth to Thirty-six Months
   A. Articulate major milestones in the following areas:
      a. motor development
      b. language development
      c. social development
      d. intellectual development
      e. emotional development
   B. Identify examples of developmental lag.
3. Middle Childhood
   A. Demonstrate knowledge of the primary physical, social and emotional characteristics of the child from three to six years.
   B. Identify the primary characteristics of Piaget's State of Pre-Operations.
   C. Identify examples of developmental delay.

4. Late Childhood
   A. Demonstrate knowledge of the primary physical, social and emotional characteristics of the child from six to twelve years.
   B. Identify the primary characteristics of Piaget's State of Concrete Operations.
   C. Identify examples of developmental delay.
5. Adolescence
   A. Identify the primary physical, cognitive, social and emotional characteristics of adolescents.
   B. Identify the primary developmental tasks of adolescence.
6. Adulthood
   A. Identify the primary, physical, cognitive and social characteristics of adults.
   B. Identify the primary developmental tasks of adulthood.
   C. Identify the stages of dealth and dying.

04.02 Demonstrate in individual and group settings knowledge of human development in relation to age- and culture-appropriate settings and programs.

05.0 DEMONSTRATE A PROFICIENCY IN THE BASIC SKILLS--The student will be able to:

05.01 Demonstrate proficiency in listening, speaking, reading and writing.
05.02 Demonstrate proficiency in fundamental mathematical concepts and operations.
05.03 Demonstrate feeling for dignity and worth of others.
05.04 Facilitate positive interaction among peers.
05.05 Recognizes needs of exceptional students.

06.0 DEMONSTRATE AN UNDERSTANDING OF INSTRUCTIONAL TECHNIQUES--The student will be able to:

06.01 List the factors which influence teacher effectiveness.
06.02 Identify the factors involved in classroom management.
06.03 Determine the instructional level of educational materials.
06.04 Demonstrate effective teaching techniques including but not limited to questioning, practice and feedback.
06.05 Demonstrate an understanding of the scope and sequence of curriculum.
06.06 List methods to increase student's communication and computation performance.

07.0 DEMONSTRATE PROFICIENCY AT CLERICAL SKILLS--The student will be able to:

07.01 Perform clerical skills appropriate for educational operations such as proofreading, filing, and typing tables.
07.02 Grade objective tests using answer key.
07.03 Demonstrate basic computer skills of keyboarding, entering and reviewing records.
07.04 Perform test item analysis.

08.0 DEMONSTRATE AN UNDERSTANDING OF EDUCATIONAL MEDIA--The student will be able to:

08.01 Discuss and demonstrate a proficiency in the use of computer based instruction.
08.02 Prepare appropriate audio visual aids.
08.03 Maintain, store and operate media equipment.
08.04 Prepare educational materials including basic artwork or graphic material.

09.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

09.01 Conduct a job search.
09.02 Secure information about a job.
09.03 Identify documents that may be required when applying for a job.
09.04 Complete a job application.
09.05 Demonstrate competence in job interview techniques.
09.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
09.07 Identify acceptable work habits.
09.08 Demonstrate knowledge of how to make job changes appropriately.
09.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Environmental Pollution Control Technology

CODE NUMBER: Secondary _____ Postsecondary EVS0100

Florida CIP PS15.059901

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: TEC CHEM 7 WSP OPER 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as environmental pollution control technicians, or environmental technicians (029.261-014) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, conducting environmental surveys, and investigations and evaluations of noise, air and water conditions to determine compliance with public laws and regulations.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and field activities incorporate practical application of scientific principles.

III. SPECIAL NOTE: The cooperative method of instruction may be used for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks relevant to the student's career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge of the principles of managing and remediation of water pollution.
02. Demonstrate knowledge of the principles of managing and remediation of air pollution.
03. Demonstrate awareness of environmental noise sources and their monitoring.
04. Operate and calibrate laboratory and field instruments used in quantitative and qualitative analysis of pollutants.
05. Sample, analyze and calculate data related to air and water pollutants.
06. Demonstrate an awareness of radiation monitoring and radioactive contamination control.
07. Demonstrate and awareness of solid waste, the problems engendered by solid waste accumulation and disposal and solutions to those problems.
08. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: _____

PROGRAM TITLE: Environmental Pollution Control Technology — POSTSECONDARY NUMBER: EVS010

01.0 DEMONSTRATE KNOWLEDGE OF THE PRINCIPLES OF MANAGING AND REMEDIATION OF WATER POLLUTION--The student will be able to:

- 01.01 Determine chemical and physical properties of water.
- 01.02 Describe microbial systems.
- 01.03 Describe surface water, groundwater systems, hydrologic cycle, and potable water treatment processes.
- 01.04 Describe the marine environment.
- 01.05 Identify types and sources of water contamination.
- 01.06 Describe legal aspects and consequences of pollution.
- 01.07 Collect water samples for analysis.
- 01.08 Identify the accepted water quality standards for effluent from wastewater treatment plants.
- 01.09 Identify the correct and accepted water quality standards for industrial waste effluent.
- 01.10 Demonstrate the technology applied to non-point source pollution control (stormwater and agriculture runoff).

02.0 DEMONSTRATE KNOWLEDGE OF THE PRINCIPLES OF MANAGING AND REMEDIATION OF AIR POLLUTION--The student will be able to:

- 02.01 Define and discuss atmosphere, meteorology and topography.
- 02.02 Identify natural and manmade pollutants; their sources, effects, and control techniques.
- 02.03 Collect and analyze air samples.
- 02.04 Describe legal aspects and consequences of air pollution.
- 02.05 List the regulated parameters of emission for selected industrial sources.
- 02.06 List the types of air pollution control devices used to control emissions of sulfur oxides, nitrogen oxides, particulates and volatile organic contaminants.
- 02.07 Measure the air pollutant of a specific source.
- 02.08 Record, interpret and report laboratory analyses.

03.0 DEMONSTRATE AWARENESS OF ENVIRONMENTAL NOISE SOURCES AND THEIR MONITORING--The student will be able to:

- 03.01 Define and discuss the physical properties of sound.
- 03.02 Discuss the threshold of hearing, tolerance, and hearing loss.
- 03.03 Discuss environmental noise, its effect on humans, and solutions to noise pollution.
- 03.04 Discuss legal aspects and consequences of noise pollution.
- 03.05 List the sources of noise.
- 03.06 Select the regulatory agency that controls noise sources.
- 03.07 List the control devices for different noise sources.

04.0 OPERATE AND CALIBRATE LABORATORY AND FIELD INSTRUMENTS USED IN QUANTITATIVE AND QUALITATIVE ANALYSIS OF POLLUTANTS--The student will be able to:

- 04.01 Demonstrate knowledge of basic laboratory operation.
- 04.02 Operate and calibrate selected laboratory instruments.
- 04.03 Operate and calibrate selected field instruments and equipment.

05.0 SAMPLE, ANALYZE AND CALCULATE DATA RELATED TO AIR AND WATER POLLUTANTS--The student will be able to:

- 05.01 Gather and analyze selected samples.
- 05.02 Manipulate data and reach firm conclusions.
- 05.03 Write selected formal technical reports.
- 05.04 Identify and perform the correct analysis for selected air pollutants listed with state and federal regulations.
- 05.05 Identify and perform the correct analysis for selected parameters listed with state and federal regulations for wastewater effluent.

06.0 DEMONSTRATE AN AWARENESS OF RADIATION MONITORING AND RADIOACTIVE CONTAMINATION CONTROL--The student will be able to:

- 06.01 Discuss atomic structure, radiation and radioactive decay.
- 06.02 Discuss types and sources of radiation.
- 06.03 Demonstrate knowledge of radiation exposure and dosimetry experiments.
- 06.04 Discuss the immediate and long range effects of radiation on animals and plants.
- 06.05 Discuss nuclear power plant design, nuclear power hazards, and safety features.
- 06.06 Discuss nuclear fuel reprocessing and storage.
- 06.07 Discuss legal aspects and consequences of radioactive pollution.

07.0 DEMONSTRATE AN AWARENESS OF SOLID WASTE, THE PROBLEMS ENGENDERED BY SOLID WASTE ACCUMULATION AND DISPOSAL AND SOLUTIONS TO THOSE PROBLEMS--The student will be able to:

- 07.01 Discuss the composition, sources and quantity of solid waste.
- 07.02 Discuss methods of solid waste disposal.
- 07.03 Discuss various solutions to solid waste accumulations and disposal.
- 07.04 Discuss the legal aspects and consequences of solid waste pollution.
- 07.05 Identify the solid wastes from domestic households, municipalities and industry.
- 07.06 Identify a sanitary landfill.
- 07.07 Discuss the construction features of a safe landfill.
- 07.08 Discuss the possibilities of contaminates (leachates) seeping into the groundwater.
- 07.09 Discuss the need to have monitoring well located around a sanitary landfill.
- 07.10 Discuss those wastes that are permitted by state and federal regulation to be disposed at a landfill site.

08.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 08.01 Conduct a job search.
- 08.02 Secure information about a job.
- 08.03 Identify documents that may be required when applying for a job.
- 08.04 Complete a job application.
- 08.05 Demonstrate competence in job interview techniques.
- 08.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 08.07 Identify acceptable work habits.
- 08.08 Demonstrate knowledge of how to make job changes appropriately.
- 08.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK — PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Fire Fighting

CODE NUMBER: Secondary 8918100 Postsecondary FFP0005

Florida CIP PS43.020300

SECONDARY SCHOOL CREDITS	COLLEGE CREDITS	POSTSECONDARY ADULT VOCATIONAL CREDITS
2		

APPLICABLE LEVEL(S): ____ 7-9 ____ 9-12 ____ Postsecondary Adult Vocational

____ Postsecondary Vocational x Other 12, 30, 31

CERTIFICATION COVERAGE: FIRE FIGHT 7 FIREMANSHIP 07 PUB SERV 07

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as fire fighters (70100401), fire officers (70100403), or forest fire fighters (452.687-014), or to provide supplemental training for persons previously or currently employed in these occupations. The program prepares students for certification as a firefighter in accordance with Florida Statutes 633. The program must be approved by the Bureau of Fire Standards and Training.

The content includes, but is not limited to, orientation to the fire service, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hose, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first aid, principles of inservice inspections, safety, controlled burning, employability skills, and leadership skills.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

Listed below are the courses that comprise this program when offered at the secondary level:

8918110 Fire Fighting 1
8918120 Fire Fighting 2

II. LABORATORY ACTIVITIES: Laboratory and field activities are included as an integral part of this program.

In any hazardous learning experience the Fire Standards and Training Commission requires no more than a 1 to 6 teacher/student ratio.

III. SPECIAL NOTE: The Department of Health and Rehabilitative Services Emergency Medical Services First Responder Course is required.

The cooperative method of instruction may be utilized for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan, signed by the student, the teacher and employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks which are relevant to the occupation which the student has chosen as a career goal. The student must receive compensation for work performed.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 10.0, Language 10.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The minimum length of this program for the average achieving student is 240 hours as established by the Bureau of Fire Standards and Training.

The particular outcomes and student performance standards which the handicapped student must master to earn credit must be specified in the student's individual educational plan (IEP). Additional credits may be earned when outcomes and standards are mastered in accordance with the requirements indicated in subsequent IEP's. The job title for which the student is being trained must be designated in the IEP.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge of fire department organization, scope of operations, and rules and regulations as they apply within the fire service, receipt and transmittal of fire alarms and communications.
02. Demonstrate awareness of the principles of fire behavior.
03. Identify the various types of portable fire extinguishers, their classification, rating, and use.
04. Demonstrate awareness of the need for and proficient utilization of protective breathing apparatus.
05. Identify the variety of fire apparatus available, the variety of functions they perform, and the basic limitations of each.
06. Demonstrate awareness of and appropriate utilization of tools and equipment.
07. Demonstrate awareness of and appropriate utilization of ladders.
08. Demonstrate awareness of and appropriate utilization of fire department hose.
09. Demonstrate awareness of and proficient utilization of fire streams.
10. Demonstrate knowledge of fire service fundamentals of extinguishment.
11. Demonstrate knowledge of fire service private fire protection systems.
12. Demonstrate awareness of and appropriate utilization of equipment to accomplish forcible entry into an enclosure.
13. Demonstrate awareness of and appropriate utilization of equipment to accomplish rescue in a hazardous situation.
14. Demonstrate awareness of and appropriate utilization of equipment to accomplish appropriate ventilation practices.
15. Demonstrate awareness of and appropriate utilization of equipment to accomplish salvage procedures.
16. Demonstrate awareness of and appropriate utilization of equipment to accomplish appropriate overhaul procedures.
17. Demonstrate knowledge of fire department fire prevention inspection practices.
18. Demonstrate awareness and application of appropriate principles in providing emergency medical care as defined by DOE first responder outline.
19. Participate in a structured and organized physical fitness program.
20. Participate in fire training examinations.
21. Participate in controlled burning practical exercises in fire control.
22. Demonstrate employability skills.
23. Obtain certification as a fire fighter.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: 8918100

PROGRAM TITLE: Fire Fighting | POSTSECONDARY NUMBER: FFP0005

01.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT ORGANIZATION, SCOPE OF OPERATIONS, AND RULES AND REGULATIONS AS THEY APPLY WITHIN THE FIRE SERVICE, RECEIPT AND TRANSMITTAL OF FIRE ALARMS AND COMMUNICATIONS--The student will be able to:

01.01 Identify the organization of the fire department.
01.02 Identify the size of the fire department, the scope of its operation, and the standard operational procedures.
01.03 Identify the fire department rules and regulations that apply to the position of fire fighter.
01.04 Identify responsibilities of the fire fighter in determining the point of origin, cause, and protection of evidence in fires.
01.05 Identify procedures for shutting off the gas services to a building.
01.06 Identify procedures for shutting off electrical service to a building.

02.0 DEMONSTRATE AWARENESS OF THE PRINCIPLES OF FIRE BEHAVIOR--The student will be able to:

02.01 Define fire.
02.02 Define the fire triangle, tetrahedron.
02.03 Identify two chemical, mechanical, and electrical energy heat sources.
02.04 Define the following potential stages of fire: (a) Incipient; (b) Flame spread; (c) Hot smoldering; (d) Flash over; (e) Steady state; (f) Clear burning.
02.05 Define the three methods of heat transfer.
02.06 Define the three physical stages of matter in which fuels are commonly found.
02.07 Define the hazard of finely divided fuels as they relate to the combustion process.
02.08 Define flash point and ignition temperature.
02.09 Define concentrations of oxygen in air as it affects combustion.
02.10 Identify three products of combustion commonly found in structural fires which create a life hazard.
02.11 Define the following units of heat measurement: (a) British Thermal Unit (BTU); (b) Farenheit (°F); (c) Celcius (°C); (d) Calorie (C).
02.12 Define thermal balance and imbalance.

03.0 IDENTIFY THE VARIOUS TYPES OF PORTABLE FIRE EXTINGUISHERS, THEIR CLASSIFICATION, RATING, AND USE--The student will be able to:

03.01 Identify the classification of types of fire as they relate to the use of portable extinguishers.
03.02 Given a group of differing extinguishers, identify the appropriate extinguishers for the various classes of fire.
03.03 Define the portable extinguisher rating system.

04.0 DEMONSTRATE AWARENESS OF THE NEED FOR AND PROFICIENT UTILIZATION OF PROTECTIVE BREATHING APPARATUS--The student will be able to:

04.01 Identify at least four hazardous respiratory environments encountered in firefighting.
04.02 Demonstrate the use of all types of protective breathing apparatus in a dense smoke environment.
04.03 Identify the physical requirements of the wearer, the limitations of the protective breathing apparatus, and the safety features of all types of protective breathing apparatus.
04.04 Demonstrate donning breathing apparatus while wearing protective clothing.
04.05 Demonstrate that the protective breathing apparatus is in a safe condition for immediate use.
04.06 Identify the procedure for cleaning and sanitizing protective breathing apparatus for future use.
04.07 Identify the procedure for daily inspection and maintenance of breathing apparatus.
04.08 Given each type of breathing apparatus, demonstrate the correct procedure for recharging.

04.09 Demonstrate the following emergency techniques using breathing apparatus to: (a) Assist other fire fighters; (b) Conserve air; (c) Restricted use of by-pass valves.

05.0 IDENTIFY THE VARIETY OF FIRE APPARATUS AVAILABLE, THE VARIETY OF FUNCTIONS THEY PERFORM, AND THE BASIC LIMITATIONS OF EACH--The student will be able to:

05.01 Identify the function of a fire company.
05.02 Describe the functions of the following units: (a) Pumper company; (b) Aerial company; (c) Rural company; (d) A crash fire rescue unit; (e) Elevated platform.
05.03 Describe crash-fire-rescue and its uses.
05.04 Identify special equipment used in the following apparatus: (a) Rescue; (b) Chemical; (c) Floodlight and power; (d) Air truck.

06.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF TOOLS AND EQUIPMENT--The student will be able to:

06.01 Given the name, picture, or actual knot, identify it and describe the purpose for which it would be used.
06.02 When given the proper size and amount of rope, demonstrate tying a bowline knot, a clove hitch, and a becket or sheet bend.
06.03 When given the proper rope, demonstrate the bight, loop, round turn, and half hitch as used in tying knots and hitches.
06.04 Using an approved knot, hoist any selected forcible entry tool, ground ladder, or appliance to a height of at least 20 feet.
06.05 Demonstrate the techniques of inspecting, cleaning, and maintaining rope.
06.06 When given a simulated fire fighting or rescue task, select the appropriate size, strength, and length of rope for the task.
06.07 Select and tie a rope between two objects at least 15 ft. apart that will support the weight of a firefighter on the rope.
06.08 Use a rope to tie ladders, hose, and other equipment so as to secure them to immovable objects.
06.09 Given the name and picture of or actual tool, identify it and demonstrate the use, care, and maintenance.

07.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF LADDERS--The student will be able to:

07.01 Identify each type of ladder and define its use.
07.02 Operating as an individual and as a member of a team, demonstrate the following ladder carries: (a) One person carry; (b) Two person carry; (c) Three person carry; (d) Four person carry; (e) Five person carry; (f) Six person carry.
07.03 Operating as an individual and as a member of a team, raise each type and size of ground ladder using several different raises for each ladder.
07.04 Climb the full length of every type of ground and aerial ladder.
07.05 Climb the full length of each type of ground and aerial ladder carrying firefighting tools or equipment while ascending and descending.
07.06 Climb the full length of each type of ground and aerial ladder and bring an "injured person" down a ladder.
07.07 Demonstrate the techniques of working from ground or aerial ladders with tools and appliances, with and without a life belt.
07.08 Identify the materials used in ladder construction.
07.09 Identify the load safety features of all ground and aerial ladders.
07.10 Demonstrate inspection and maintenance techniques for different types of ground and aerial ladders.

08.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF FIRE DEPARTMENT HOSE--The student will be able to:

08.01 Identify the sizes, types, amounts, and use of hose carried on a pumper.
08.02 Demonstrate the use of nozzles, hose adaptors, and hose appliances carried on a pumper.
08.03 When given the necessary equipment and operating as an individual and as a member of a team, advance dry hose lines of two different sizes, both of which shall be 1½ inch or larger,

from a pumper: (a) Into a structure; (b) Up a ladder into an upper floor window; (c) Up an inside stairway to an upper floor; (d) Up an outside stairway to an upper floor; (e) Down an inside stairway to a lower floor; (f) Down an outside stairway to a lower floor; (g) To an upper floor by hoisting.

08.04 When given the necessary equipment and operating as an individual and as a member of a team, advance charged attack lines of two different sizes, both which shall be 1½ inch or larger, from a pumper: (a) Into a structure; (b) Up a ladder into an upper floor window; (c) Up an outside stairway to an upper floor; (d) Up an inside stairway to an upper floor; (e) Down an inside stairway to a lower floor; (f) Down an outside stairway to a lower floor; (g) To an upper floor by hoisting.

08.05 Demonstrate the techniques for cleaning fire hose, couplings, and nozzles; and inspecting damage.

08.06 Connect a fire hose to a hydrant, and fully open and close the hydrant.

08.07 Demonstrate the loading of fire hose on a fire apparatus and identify the purpose of at least three types of hose loads and finishes.

08.08 Demonstrate three types of hose rolls.

08.09 Demonstrate two types of hose carries.

08.10 Demonstrate coupling and uncoupling fire hose.

08.11 Work from a ladder with a charged attack line, which shall be 1½ inch or larger.

08.12 Demonstrate the techniques of carrying hose into a building to be connected to a standpipe, and of advancing a hose line from a standpipe.

08.13 Demonstrate the methods for extending a hose line.

08.14 Demonstrate replacing a burst section of hose line.

08.15 Identify, select, and demonstrate the use of any nozzle.

08.16 Demonstrate all hand hose lays.

08.17 Demonstrate inspection and maintenance of fire hose, couplings, and nozzles, and recommend replacement or repair as needed.

08.18 Demonstrate all hydrant to pumper hose connections.

08.19 Select adapters and appliances to be used in a specific fire ground situation.

09.0 DEMONSTRATE AWARENESS OF AND PROFICIENT UTILIZATION OF FIRE STREAMS--The student will be able to:

09.01 Define a fire stream.

09.02 Manipulate a nozzle so as to attack a Class A fire and a Class B fire.

09.03 Define water hammer and at least one method for its prevention.

09.04 Demonstrate how to open and close a nozzle.

09.05 Define the following methods of water application: (a) Direct; (b) Indirect; (c) Combination.

09.06 Select the proper nozzle and hose size for each fire situation.

09.07 Identify characteristics of all types of fire streams.

09.08 Identify precautions to be followed while advancing hose lines to a fire.

09.09 Identify three conditions that result in pressure losses in a hose line.

09.10 Identify four special stream nozzles and demonstrate at least two uses or applications for each.

09.11 Identify and define foam making appliances and demonstrate a foam stream from each.

09.12 Identify three observable results that are obtained when the proper application of a fire stream is accomplished.

09.13 Identify and define those items required to develop three types of fire streams and demonstrate each.

10.0 DEMONSTRATE KNOWLEDGE OF FIRE SERVICE FUNDAMENTALS OF EXTINGUISHMENT--The student will be able to:

10.01 Define the fundamental steps in the process of fire extinguishment.

10.02 Identify the considerations involved with various types of structural fires.

10.03 List the sequence of activities involved with various amounts of fire within a structure.

10.04 Identify the elements of ground cover fire.

10.05 Demonstrate a knowledge of flammable liquids and gases.

10.06 Identify the firefighting techniques employed in combating flammable liquid and gases.

11.0 DEMONSTRATE KNOWLEDGE OF FIRE SERVICE PRIVATE FIRE PROTECTION SYSTEMS--The student will be able to:

11.01 Identify a fire department sprinkler connection and water motor alarm.
11.02 Connect hose line(s) to a fire department connection of a sprinkler or standpipe system.
11.03 Define how the automatic sprinkler heads open and release water.
11.04 Temporarily stop the flow of water from a sprinkler head.
11.05 Identify the "Main Drain" valve on an automatic sprinkler system.
11.06 Open and close a "Main Drain" valve on an automatic sprinkler system.
11.07 Identify the "Main Control" valve on an automatic sprinkler.
11.08 Operate a "Main Control" valve on an automatic sprinkler system from "open" to "closed" and then back to "open".
11.09 Define the value of automatic sprinklers in providing safety to life of occupants in a structure.
11.10 Identify and define the dangers of premature closure of sprinkler "Main Control" valve, and of using hydrants to supply hose streams when the same water system is supplying the automatic sprinkler system.
11.11 Identify the difference between an automatic sprinkler system that affords complete coverage and a partial sprinkler system.
11.12 Identify the following: (a) Wet sprinkler system; (b) Dry sprinkler system; (c) Deluge sprinkler system.
11.13 Demonstrate removing one head from a sprinkler system and replacing it with a head of the same type.

12.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH FORCIBLE ENTRY INTO AN ENCLOSURE--The student will be able to:

12.01 Identify and demonstrate the use of each type of manual forcible entry tool.
12.02 Identify the method and procedure of properly cleaning, maintaining, and inspecting each type of forcible entry tool and equipment.
12.03 Identify materials and construction features of doors, windows, roofs, floors, and vertical barriers and define the dangers associated with each in an emergency situation.
12.04 Identify the method and technique of forcible entry through any door, window, ceiling, roof, floor, or vertical barrier.

13.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH RESCUE IN A HAZARDOUS SITUATION--The student will be able to:

13.01 Demonstrate the removal of injured persons from the immediate hazard by the use of carries, drags, and stretchers.
13.02 Demonstrate searching for victims in burning, smoke-filled buildings, or other hostile environments.
13.03 Define the uses of a life belt.
13.04 Demonstrate the techniques of removing debris, rubble, and other materials.
13.05 Define the use of the following resuce tools: (a) Shoring blocks; (b) Trench jacks; (c) Block-and-tackle; (d) Hydraulic jacks; (e) Screw jacks.
13.06 Demonstrate the techniques of preparing a victim for emergency transportation by using standard available equipment, or by improvising a method.
13.07 Identify the dangers of search-and-rescue missions in tunnels, caves, construction sites, and other hazardous areas.
13.08 Operating as a member of a team, demonstrate the extrication of a victim from a vehicle accident.
13.09 Tie a standard rescue knot on a victim and lower a person from a third-floor level.

14.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH APPROPRIATE VENTILATION PRACTICES--The student will be able to:

14.01 Define the principles of ventilation, and identify the advantages and effects of ventilation.
14.02 Identify the dangers present and precautions to be taken in performing ventilation.
14.03 Demonstrate opening various types of windows from inside and outside, with and without the use of fire department tools.
14.04 Demonstrate breaking window or door glass and removing obstruction.
14.05 Demonstrate the ventilation of a roof and a floor using an axe.
14.06 Define the theroy of a "back draft explosion".
14.07 Describe the use of different types of power saws and jack hammers.
14.08 Identify the different types of roofs, demonstrate the techniques used to ventilate each type, and identify the necessary precautions.
14.09 Identify the size and locaton of an opening for ventilation, and the precautions to be taken during ventilation.
14.10 Demonstrate the removal of skylights, scuttle covers, and other covers on roof tops.
14.11 Demonstrate types of equipment used for forced ventilation.
14.12 Demonstrate ventilation using water fog.

15.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH SALVAGE PROCEDURES--The student will be able to:

15.01 Identify the purpose of salvage and its value to the public and the fire department.
15.02 Demonstrate folds and rolls of salvage covers as an individual and as a member of a team.
15.03 Demonstrate salvage cover throws as an individual and as a member of a team.
15.04 Demonstrate the techniques of inspection, cleaning, and maintaining salvage equipment.
15.05 When given salvage eqipment, demonstrate the construction and use of water chute operating as an individual and as a member of a team.
15.06 When given salvage equipment, demonstrate the construction and use of a water catch-all operating as an individual and as a member of a team.
15.07 When given salvage equipment except salvage covers, demonstrate the removal of debris, and removal and routing of water from a structure.
15.08 Demonstrate the covering or closing of openings made during fire fighting operations.

16.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH APPROPRIATE OVERHAUL PROCEDURES--The student will be able to:

16.01 Demonstrate searching for hidden fires by sight, touch, and smell.
16.02 Demonstrate exposure of hidden fires by opening ceilings, walls, floors, and pulling apart burned materials.
16.03 Demonstrate how to separate and remove charred materials from unburned material.
16.04 Define duties of firefighters left at the fire scene for fire and security surveillance.
16.05 Identify the purpose of overhaul.
16.06 List the procedures to follow during overhaul.
16.07 Identify the safety precautions necessary during overhaul.

17.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT FIRE PREVENTION INSPECTION PRACTICES--The student will be able to:

17.01 Identify the common causes of fires and their prevention.
17.02 Identify the fire inspection procedures.
17.03 Define the importance of public relations relative to the inspection programs.
17.04 Define dwelling inspection procedures.
17.05 Prepare diagrams or sketches of buildings to record the locations of items of concern during pre-fire planning operations.
17.06 Collect and record in writing information required for the purpose of preparing a report on a building inspection or survey.

17.07 Identify school exit drill procedures.
17.08 Identify life safety programs for the home.
17.09 Identify common fire hazards and make recommendations for their correction.

18.0 DEMONSTRATE AWARENESS AND APPLICATION OF APPROPRIATE PRINCIPLES IN PROVIDING EMERGENCY MEDICAL CARE AS DEFINED BY DOE FIRST RESPONDER OUTLINE--The student will be able to:

18.01 Identify a primary survey for life-threatening injuries.
18.02 Identify procedures for determining whether or not a victim has an open airway.
18.03 Identify procedures for establishing an open airway in a nonbreathing person.
18.04 Demonstrate mouth-to-mouth and mouth-to-nose resuscitation.
18.05 Demonstrate oronasal ventilation.
18.06 Identify the three signs of cardiac arrest.
18.07 Demonstrate cardiopulmonary resuscitation.
18.08 Identify three types of external bleeding and the characteristics of each type.
18.09 Demonstrate techniques for controlling external bleeding.
18.10 Identify four sources from which information might be gathered pertaining to the nature of an accident victim's injuries.
18.11 When given specific situations, identify what injuries might be in addition to those injuries that are obvious.
18.12 When given a victim, conduct a secondary survey for other than life-threatening injuries.
18.13 Identify the signs and symptoms of internal bleeding.
18.14 Demonstrate the emergency care for a person with known or suspected internal bleeding.
18.15 Identify characteristics and emergency medical care of thermal burns according to severity.
18.16 When given a specific situation, demonstrate and define the sequential emergency medical care indicated.
18.17 Identify the emergency medical care for chemical burns, including chemical burns of the eyes.
18.18 Define the types of fractures and describe the differences.
18.19 Identify three general signs and symptoms of fractures.
18.20 When given an identified fracture, demonstrate the emergency medical care necessary to transport the victim.
18.21 Identify the anatomical process of breathing.
18.22 Identify the heart-lung-brain relationship as it affects life and define what occurs when an airway obstruction is not corrected.
18.23 Demonstrate cardiopulmonary resuscitation employing the two-person technique.
18.24 Identify symptoms and demonstrate emergency medical care of traumatic shock.
18.25 Demonstrate the use of breathing aid equipment.

19.0 PARTICIPATE IN A STRUCTURED AND ORGANIZED PHYSICAL FITNESS PROGRAM--The student will be able to:

19.01 Exercise each morning during training.
19.02 Participate in physical fitness exercises during training for a total of eight hours.

20.0 PARTICIPATE IN FIRE TRAINING EXAMINATIONS--The student will be able to:

20.01 Take a test written/oral on each academic portion of the outline.
20.02 Take a performance test on each portion of the outline.

21.0 PARTICIPATE IN CONTROLLED BURNING PRACTICAL EXERCISES IN FIRE CONTROL--The student will be able to:

21.01 Practice exercises in fire control of structure.
21.02 Practice exercises in fire control of flammable liquids.
21.03 Practice exercises in fire control of natural or propane gas.
21.04 Practice exercises in fire control of vehicles.

22.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

22.01 Conduct a job search.
22,02 Secure information about a job.

IRE FIGHTING - Continued

22.03 Identify documents that may be required when applying for a job.
22.04 Complete a job application.
22.05 Demonstrate competence in job interview techniques.
22.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
22.07 Identify acceptable work habits.
22.08 Demonstrate knowledge of how to make job changes appropriately.
22.09 Demonstrate acceptable employee health habits.

3.0 OBTAIN CERTIFICATION AS A FIRE FIGHTER--The student will be able to:

23.01 Complete the basic fire fighting course.
23.02 Pass the state certification test including practical examination.
23.03 Pass physical examination 1001.
23.04 Certificate will depend upon a passing score.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service | COURSE CREDIT: 1

PROGRAM TITLE: Fire Fighting | PROGRAM NUMBER: 8918100

COURSE TITLE: Fire Fighting 1 | COURSE NUMBER: 8918110

COURSE DESCRIPTION:

This course introduces students to the basic activities and principles of Fire Fighting.

01.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT ORGANIZATION, SCOPE OF OPERATIONS, AND RULES AND REGULATIONS AS THEY APPLY WITHIN THE FIRE SERVICE, RECEIPT AND TRANSMITTAL OF FIRE ALARMS AND COMMUNICATIONS--The student will be able to:

01.01 Identify the organization of the fire department.
01.02 Identify the size of the fire department, the scope of its operation, and the standard operational procedures.
01.03 Identify the fire department rules and regulations that apply to the position of fire fighter.
01.04 Identify responsibilities of the fire fighter in determining the point of origin, cause, and protection of evidence in fires.
01.05 Identify procedures for shutting off the gas services to a building.
01.06 Identify procedures for shutting off electrical service to a building.

02.0 DEMONSTRATE AWARENESS OF THE PRINCIPLES OF FIRE BEHAVIOR--The student will be able to:

02.01 Define fire.
02.02 Define the fire triangle, tetrahedron.
02.03 Identify two chemical, mechanical, and electrical energy heat sources.
02.04 Define the following potential stages of fire: (a) Incipient; (b) Flame spread; (c) Hot smoldering; (d) Flash over; (e) Steady state; (f) Clear burning.
02.05 Define the three methods of heat transfer.
02.06 Define the three physical stages of matter in which fuels are commonly found.
02.07 Define the hazard of finely divided fuels as they relate to the combustion process.
02.08 Define flash point and ignition temperature.
02.09 Define concentrations of oxygen in air as it affects combustion.
02.10 Identify three products of combustion commonly found in structural fires which create a life hazard.
02.11 Define the following units of heat measurement: (a) British Thermal Unit (BTU); (b) Farenheit (°F); (c) Celcius (°C); (d) Calorie (C).
02.12 Define thermal balance and imbalance.

03.0 IDENTIFY THE VARIOUS TYPES OF PORTABLE FIRE EXTINGUISHERS, THEIR CLASSIFICATION, RATING, AND USE--The student will be able to:

03.01 Identify the classification of types of fire as they relate to the use of portable extinguishers.
03.02 Given a group of differing extinguishers, identify the appropriate extinguishers for the various classes of fire.
03.03 Define the portable extinguisher rating system.

05.0 IDENTIFY THE VARIETY OF FIRE APPARATUS AVAILABLE, THE VARIETY OF FUNCTIONS THEY PERFORM, AND THE BASIC LIMITATIONS OF EACH--The student will be able to:

05.01 Identify the function of a fire company.
05.02 Describe the functions of the following units: (a) Pumper company; (b) Aerial company; (c) Rural company; (d) A crash fire rescue unit; (e) Elevated platform.
05.03 Describe crash-fire-rescue and its uses.

05.04 Identify special equipment used in the following apparatus: (a) Rescue; (b) Chemical; (c) Floodlight and power; (d) Air truck.

06.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF TOOLS AND EQUIPMENT--The student will be able to:

06.01 Given the name, picture, or actual knot, identify it and describe the purpose for which it would be used.
06.02 When given the proper size and amount of rope, demonstrate tying a bowline knot, a clove hitch, and a becket or sheet band.
06.03 When given the proper rope, demonstrate the bight, loop, round turn, and half hitch as used in tying knots and hitches.
06.04 Using an approved knot, hoist any selected forcible entry tool, ground ladder, or appliance to a height of at least 20 feet.
06.05 Demonstrate the techniques of inspecting, cleaning, and maintaining rope.
06.06 When given a simulated fire fighting or rescue task, select the appropriate size, strength, and length of rope for the task.
06.07 Select and tie a rope between two objects at least 15 ft. apart that will support the weight of a firefighter on the rope.
06.08 Use a rope to tie ladders, hose, and other equipment so as to secure them to immovable objects.
06.09 Given the name and picture of an actual tool, identify it and demonstrate the use, care, and maintenance.

07.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF LADDERS--The student will be able to:

07.01 Identify each type of ladder and define its use.
07.02 Operating as an individual and as a member of a team, demonstrate the following ladder carries: (a) One person carry; (b) Two person carry; (c) Three person carry; (d) Four person carry; (e) Five person carry; (f) Six person carry.
07.03 Operating as an individual and as a member of a team, raise each type and size of ground ladder using several different raises for each ladder.
07.04 Climb the full length of every type of ground and aerial ladder.
07.05 Climb the full length of each type of ground and aerial ladder carrying firefighting tools or equipment while ascending and descending.
07.06 Climb the full length of each type of ground and aerial ladder and bring an "injured person" down a ladder.
07.07 Demonstrate the techniques of working from ground or aerial ladders with tools and appliances, with and without a life belt.
07.08 Identify the materials used in ladder construction.
07.09 Identify the load safety features of all ground and aerial ladders.
07.10 Demonstrate inspection and maintenance techniques for different types of ground and aerial ladders.

08.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF FIRE DEPARTMENT HOSE--The student will be able to:

08.01 Identify the sizes, types, amounts, and use of hose carried on a pumper.
08.02 Demonstrate the use of nozzles, hose adaptors, and hose appliances carried on a pumper.
08.03 When given the necessary equipment and operating as an individual and as a member of a team, advance dry hose lines of two different sizes, both of which shall be 1½ inch or larger, from a pumper: (a) Into a structure; (b) Up a ladder into an upper floor window; (c) Up an inside stairway to an upper floor; (d) Up an outside stairway to an upper floor; (e) Down an inside stairway to a lower floor; (f) Down an outside stairway to a lower floor; (g) To an upper floor by hoisting.

08.04 When given the necessary equipment and operating as an individual and as a member of a team, advance charged attack lines of two different sizes, both which shall be 1½ inch or larger, from a pumper: (a) Into a structure; (b) Up a ladder into an upper floor window; (c) Up an outside stairway to an upper floor; (d) Up an inside stairway to an upper floor; (e) Down an inside stairway to a lower floor; (f) Down an outside stairway to a lower floor; (g) To an upper floor by hoisting.

08.05 Demonstrate the techniques for cleaning fire hose, couplings, and nozzles; and inspecting damage.

08.06 Connect a fire hose to a hydrant, and fully open and close the hydrant.

08.07 Demonstrate the loading of fire hose on a fire apparatus and identify the purpose of at least three types of hose loads and finishes.

08.08 Demonstrate three types of hose rolls.

08.09 Demonstrate two types of hose carries.

08.10 Demonstrate coupling and uncoupling fire hose.

08.11 Work from a ladder with a charged attack line, which shall be 1½ inch or larger.

08.12 Demonstrate the techniques of carrying hose into a building to be connected to a standpipe, and of advancing a hose line from a standpipe.

08.13 Demonstrate the methods for extending a hose line.

08.14 Demonstrate replacing a burst section of hose line.

08.15 Identify, select, and demonstrate the use of any nozzle.

08.16 Demonstrate all hand hose lays.

08.17 Demonstrate inspection and maintenance of fire hose, couplings, and nozzles, and recommend replacement or repair as needed.

08.18 Demonstrate all hydrant to pumper hose connections.

08.19 Select adapters and appliances to be used in a specific fire ground situation.

10.0 DEMONSTRATE KNOWLEDGE OF FIRE SERVICE FUNDAMENTALS OF EXTINGUISHMENT--The student will be able to:

10.01 Define the fundamental steps in the process of fire extinguishment.

10.02 Identify the considerations involved with various types of structural fires.

10.03 List the sequence of activities involved with various amounts of fire within a structure.

10.04 Identify the elements of ground cover fire.

10.05 Demonstrate a knowledge of flammable liquids and gases.

10.06 Identify the firefighting techniques employed in combating flammable liquid and gases.

15.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH SALVAGE PROCEDURES--The student will be able to:

15.01 Identify the purpose of salvage and its value to the public and the fire department.

15.02 Demonstrate folds and rolls of salvage covers as an individual and as a member of a team.

15.03 Demonstrate salvage cover throws as an individual and as a member of a team.

15.04 Demonstrate the techniques of inspection, cleaning, and maintaining salvage equipment.

15.05 When given salvage equipment, demonstrate the construction and use of water chute operating as an individual and as a member of a team.

15.06 When given salvage equipment, demonstrate the construction and use of a water catch-all operating as an individual and as a member of a team.

15.07 When given salvage equipment except salvage covers, demonstrate the removal of debris, and removal and routing of water from a structure.

15.08 Demonstrate the covering or closing of openings made during fire fighting operations.

16.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH APPROPRIATE OVERHAUL PROCEDURES--The student will be able to:

16.01 Demonstrate searching for hidden fires by sight, touch, and smell.
16.02 Demonstrate exposure of hidden fires by opening ceilings, walls, floors, and pulling apart burned materials.
16.03 Demonstrate how to separate and remove charred materials from unburned material.
16.04 Define duties of firefighters left at the fire scene for fire and security surveillance.
16.05 Identify the purpose of overhaul.
16.06 List the procedures to follow during overhaul.
16.07 Identify the safety precautions necessary during overhaul.

17.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT FIRE PREVENTION INSPECTION PRACTICES--The student will be able to:

17.01 Identify the common causes of fires and their prevention.
17.02 Identify the fire inspection procedures.
17.03 Define the importance of public relations relative to the inspection programs.
17.04 Define dwelling inspection procedures.
17.05 Prepare diagrams or sketches of buildings to record the locations of items of concern during pre-fire planning operations.
17.06 Collect and record in writing information required for the purpose of preparing a report on a building inspection or survey.
17.07 Identify school exit drill procedures.
17.08 Identify life safety programs for the home.
17.09 Identify common fire hazards and make recommendations for their correction.

19.0 PARTICIPATE IN A STRUCTURED AND ORGANIZED PHYSICAL FITNESS PROGRAM--The student will be able to:

19.01 Exercise each morning during training.
19.02 Participate in physical fitness exercises during training for a total of eight hours.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service — COURSE CREDIT: 1

PROGRAM TITLE: Fire Fighting — PROGRAM NUMBER: 8918100

COURSE TITLE: Fire Fighting 2 — COURSE NUMBER: 8918120

COURSE DESCRIPTION:

This course allows the students to develop the basic skills in using fire fighting tools and equipment.

04.0 DEMONSTRATE AWARENESS OF THE NEED FOR AND PROFICIENT UTILIZATION OF PROTECTIVE BREATHING APPARATUS--The student will be able to:

04.01 Identify at least four hazardous respiratory environments encountered in firefighting.
04.02 Demonstrate the use of all types of protective breathing apparatus in a dense smoke environment.
04.03 Identify the physical requirements of the wearer, the limitations of the protective breathing apparatus, and the safety features of all types of protective breathing apparatus.
04.04 Demonstrate donning breathing apparatus while wearing protective clothing.
04.05 Demonstrate that the protective breathing apparatus is in a safe condition for immediate use.
04.06 Identify the procedure for cleaning and sanitizing protective breathing apparatus for future use.
04.07 Identify the procedure for daily inspection and maintenance of breathing apparatus.
04.08 Given each type of breathing apparatus, demonstrate the correct procedure for recharging.

04.09 Demonstrate the following emergency techniques using breathing apparatus to: (a) Assist other fire fighters; (b) Conserve air; (c) Restricted use of by-pass valves.

09.0 DEMONSTRATE AWARENESS OF AND PROFICIENCE UTILIZATION OF FIRE STREAMS--The student will be able to:

09.01 Define a fire stream.
09.02 Manipulate a nozzle so as to attach a Class A fire and a Class B fire.
09.03 Define water hammer and at least one method of its prevention.
09.04 Demonstrate how to open and close a nozzle.
09.05 Define the following methods of water application: (a) Direct; (b) Indirect; (c) Combination.
09.06 Select the proper nozzle and hose size for each fire situation.
09.07 Identify characteristics of all types of fire streams.
09.08 Identify precautions to be followed while advancing hose lines to a fire.
09.09 Identify three conditions that result in pressure losses in a hose line.
09.10 Identify four special stream nozzles and demonstrate at least two uses or applications for each.
09.11 Identify and define foam making appliances and demonstrate a foam stream from each.
09.12 Identify three observable results that are obtained when the proper application of a fire stream is accomplished.
09.13 Identify and define those items required to develop three types of fire streams and demonstrate each.

11.0 DEMONSTRATE KNOWLEDGE OF FIRE SERVICE PRIVATE FIRE PROTECTION SYSTEMS--The student will be able to:

11.01 Identify a fire department sprinkler connection and water motor alarm.
11.02 Connect hose line(s) to a fire department connection of a sprinkler or standpipe system.
11.03 Define how the automatic sprinkler heads open and release water.
11.04 Temporarily stop the flow of water from a sprinkler head.
11.05 Identity the "Main Drain" valve on an automatic sprinkler system.
11.06 Open and close a "Main Drain" valve on an automatic sprinkler system.
11.07 Identify the "Main Control" valve on an automatic sprinkler.
11.08 Operate a "Main Control" valve on an automatic sprinkler system from "open" to "closed" and then back to "open".
11.09 Define the value of automatic sprinklers in providing safety to life of occupants in a structure.
11.10 Identify and define the dangers of premature closure of sprinkler "Main Contrcl" valve, and of using hydrants to supply hose streams when the same water system is supplying the automatic sprinkler system.
11.11 Identify the difference between an automatic sprinkler system that affords complete coverage and a partial sprinkler system.
11.12 Identify the following: (a) Wet sprinkler system; (b) Dry sprinkler system; (c) Deluge sprinkler system.
11.13 Demonstrate removing one head from a sprinkler system and replacing it with a head of the same type.

12.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH FORCIBLE ENTRY INTO AN ENCLOSURE--The student will be able to:

12.01 Identify and demonstrate the use of each type of manual forcible entry tool.
12.02 Identify the method and procedure of properly cleaning, maintaining, and inspecting each type of forcible entry tool and equipment.
12.03 Identify materials and construction features of doors, windows, roofs, floors, and vertical barriers and define the dangers associted with each in an emergency situation.
12.04 Identify the method and technique of forcible entry through any door, window, ceiling, roof, floor, or vertical barrier.

13.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH RESCUE IN A HAZARDOUS SITUATION--The student will be able to:

13.01 Demonstrate the removal of injured persons from the immediate hazard by the use of carries, drags, and stretchers.
13.02 Demonstrate searching for victims in burning, smoke-filled buildings, or other hostile environments.
13.03 Define the uses of a life belt.
13.04 Demonstrate the techniques of removing debris, rubble, and other materials.
13.05 Define the use of the following rescue tools: (a) Shoring blocks; (b) Trench jacks; (c) Block-and-tackle; (d) Hydraulic jacks; (e) Screw jacks.
13.06 Demonstrate the techniques of preparing a victim for emergency transportation by using standard available equipment, or by improvising a method.
13.07 Identify the dangers of search-and-rescue missions in tunnels, caves, construction sites, and other hazardous areas.
13.08 Operating as a member of a team, demonstrate the extrication of a victim from a vehicle accident.
13.09 Tie a standard rescue knot on a victim and lower a person from a third-floor level.

14.0 DEMONSTRATE AWARENESS OF AND APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH APPROPRIATE VENTILATION PRACTICES--The student will be able to:

14.01 Define the principles of ventilation, and identify the advantages and effects of ventilation.
14.02 Identify the dangers present and precautions to be taken in performing ventilation.
14.03 Demonstrate opening various types of windows from inside and outside, with and without the use of fire department tools.
14.04 Demonstrate breaking window or door glass and removing obstruction.
14.05 Define the ventilation of a roof and a floor using an axe.
14.06 Define the theory of a "back draft explosion".
14.07 Describe the use of different types of power saws and jack hammers.
14.08 Identify the different types of roofs, demonstrate the techniques used to ventilate each type, and identify the necessary precautions.
14.09 Identify the size and location of an opening for ventilation, and the precautions to be taken during ventilation.
14.10 Demonstrate the removal of skylights, scuttle covers, and other covers on roof tops.
14.11 Demonstrate types of equipment used for forced ventilation.
14.12 Demonstrate ventilation using water fog.

18.0 DEMONSTRATE AWARENESS AND APPLICATION OF APPROPRIATE PRINCIPLES IN PROVIDING EMERGENCY MEDICAL CARE AS DEFINED BY DOE FIRST RESPONDER OUTLINE--The student will be able to:

18.01 Identify a primary survey for life-threatening injuries.
18.02 Identify procedures for determining whether or not a victim has an open airway.
18.03 Identify procedures for establishing an open airway in a nonbreathing person.
18.04 Demonstrate mouth-to-mouth and mouth-to-nose resuscitation.
18.05 Demonstrate oronasal ventilation.
18.06 Identify the three signs of cardiac arrest.
18.07 Demonstrate cardiopulmonary resuscitation.
18.08 Identify three types of external bleeding and the characteristics of each type.
18.09 Demonstrate techniques of controlling external bleeding.
18.10 Identify four sources from which information might be gathered pertaining to the nature of an accident victim's injuries.
18.11 When giving specific situations, identify what injuries might be in addition to those injuries that are obvious.
18.12 When given a victim, conduct a secondary survey for other than life-threatening injuries.
18.13 Identify the signs and symptoms of internal bleeding.

18.14 Demonstrate the emergency care for a person with known or suspected internal bleeding.
18.15 Identify characteristics and emergency medical care of thermal burns according to severity.
18.16 When given a specific situation, demonstrate and define the sequential emergency medical care indicated.
18.17 Identify the emergency medical care for chemical burns, including chemical burns of the eyes.
18.18 Define the types of fractures and describe the differences.
18.19 Identify three general signs and symptoms of fractures.
18.20 When given an identified fracture, demonstrate the emergency medical care necessary to transport the victim.
18.21 Identify the anatomical process of breathing.
18.22 Identify the heart-lung-brain relationship as it affects life and define what occurs when an airway obstruction is not corrected.
18.23 Demonstrate cardiopulmonary resuscitation employing the two-person technique.
18.24 Identify symptoms and demonstrate emergency medical care of traumatic shock.
18.25 Demonstrate the use of breathing aid equipment.

20.0 PARTICIPATE IN FIRE TRAINING EXAMINATIONS--The student will be able to:

20.01 Take a test written/oral on each academic portion of the outline.
20.02 Take a performance test on each portion of the outline.

21.0 PARTICIPATE IN CONTROLLED BURNING PRACTICAL EXERCISES IN FIRE CONTROL--The student will be able to:

21.01 Practice exercises in fire control of structure.
21.02 Practice exercises in fire control of flammable liquids.
21.03 Practice exercises in fire control of natural or propane gas.
21.04 Practice exercises in fire control of vehicles.

22.0 DEMONSTRATE KNOWLEDGE OF EMPLOYABILITY SKILLS--The student will be able to:

22.01 Conduct a job search.
22.02 Secure information about a job.
22.03 Identify documents that may be required when applying for a job.
22.04 Complete a job application.
22.05 Demonstrate competence in job interview techniques.
22.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
22.07 Identify acceptable work habits.
22.08 Demonstrate knowledge of how to make job changes appropriately.
22.09 Demonstrate acceptable employee health habits.

23.0 OBTAIN CERTIFICATION AS A FIRE FIGHTER--The student will be able to:

23.01 Complete a basic fire fighting course.
23.02 Pass the state certification test including practical examination.
23.03 Pass physical examination 1001.
23.04 Certificate will depend upon a passing score.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Fire Science Technology

CODE NUMBER: Secondary _____ Postsecondary _____

Florida CIP PS43.020100

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS __x__ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

__x__ Postsecondary Vocational _____ Other _____

CERTIFICATION COVERAGE:

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as fire science technicians, fire officers, or fire safety inspectors, fire assistants (169.167-022), safety inspectors (168.167-078), building inspectors, fire insurance ((10243823), fire fighterr (70100401), fire inspectors (70100402), fire officers (70100403) or to provide supplemental training for persons previously or currently employed in these occupations.

This program does not prepare students for certification as fire fighters. A student must successfully complete the 240 hour Basic Recruit Program in fire fighting to become certified, pursuant to Chapter 633.34 and 633.35, Florida Statutes.

The content includes, but is not limited to, fire protection, fire suppression, fire prevention, fire protection systems, firefighting tactics and strategy, building construction, methods of instruction, hazardous materials, fire hydraulics and equipment, insurance adjusting, supervision and leadership, management, health and safety, and employability skills.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and field activities are an integral part of this program.

III. SPECIAL NOTE: In some instances, it may be necessary for selected instructors to be certified by the Bureau of Fire Standards and Training to teach specific courses.

The cooperative method of instruction may be used for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks relevant to the student's career goal. Students must receive compensation for work performed.

The typical length of this program for the average achieving student is an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge of fire department organization, scope of operations, and rules and regulations as they apply within the fire service.
02. Demonstrate awareness of the principles of fire behavior.
03. Identify the various types of portable fire extinguishers, their classification, rating, and use.
04. Identify the variety of fire apparatus available, the variety of functions they perform, and the basic limitations of each.

05. Demonstrate knowledge of fire service fundamentals of extinguishment.
06. Demonstrate knowledge of fire service private fire protection systems.
07. Demonstrate knowledge of fire department fire prevention inspection practices as related to insurance indemnification.
08. Participate in fire training examinations.
09. Demonstrate awareness of the efficient use of firefighter manpower, placement of apparatus and available equipment, pre-fire planning, and fireground decisions and demonstrate awareness of firefighting tactics and strategy in the control of an emergency situation.
10. Demonstrate awareness of basic knowledge of fire protection and life safety related to building construction.
11. Demonstrate awareness of knowledge and skills relating to classroom instruction and management.
12. Demonstrate knowledge of the hazards of flammable liquids, flammable gases, and flammable solids.
13. Demonstrate awareness of the theory and procedures for providing effective supervision and leadership.
14. Demonstrate the awareness of managerial concepts and principles applied to the daily operation of a fire company.
15. Demonstrate employability skills.
16. Demonstrate ability to perform objectives as stated in the National Fire Protection Association (NFPA) Professional Qualifications Standards: (1) NFPA 1021 Fire Officer Professional Qualifications 1983, Fire Officer 1. (2) NFPA 1031 Fire Inspector, Fire Investigator and Fire Prevention Education Officer Professional Qualifications, 1982, Fire Inspector I and (3) NFPA 1041 Fire Science Instructor Professional Qualifications, 1981, Instructor I.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: _____

PROGRAM TITLE: Fire Science Technology POSTSECONDARY NUMBER: PS43.020100

01.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT ORGANIZATION, SCOPE OF OPERATIONS, AND RULES AND REGULATIONS AS THEY APPLY WITHIN THE FIRE SERVICE--The student will be able to:

01.01 Identify the organization of the fire department.
01.02 Identify the size of the fire department, the scope of its operation, and the standard operational procedures.
01.03 Identify the fire department rules and regulations that apply to the position of firefighter, fire officer, fire chief, and fire inspector.
01.04 Identify responsibilities of the student in determining the point of origin, cause, and protection of evidence in fires.
01.05 Identify the components of the fire suppression organization in the authority having jurisdiction.
01.06 Define the authority and responsibility of each component of the fire suppression organization in the authority having jurisdiction.
01.07 Describe the lines of authority within the department.
01.08 Describe the duties and responsibilities of each rank in both line and staff functions.

02.0 DEMONSTRATE AWARENESS OF THE PRINCIPLES OF FIRE BEHAVIOR--The student will be able to:

02.01 Define fire.
02.02 Define the fire triangle.
02.03 Identify two chemical, mechanical, and electrical energy heat sources.
02.04 Define the following potential stages of fire: (a) Incipient; (b) Flame spread; (c) Hot smoldering; (d) Flash over; (e) Steady state; (f) Clear burning.
02.05 Define the three methods of heat transfer.
02.06 Define the three physical stages of matter in which fuels are commonly found.
02.07 Define the hazard of finely divided fuels as they relate to the combustion process.
02.08 Define flash point and ignition temperature.
02.09 Define concentrations of oxygen in air as it affects combustion.
02.10 Identify three products of combustion commonly found in structural fires which create a life hazard.
02.11 Define the following units of heat measurement: (a) British Thermal Unit (BTU); (b) Fahrenheit (°F); (c) Celsius (°C); (d) Calorie (C).
02.12 Define thermal balance and imbalance.

03.0 IDENTIFY THE VARIOUS TYPES OF PORTABLE FIRE EXTINGUISHEPS, THEIR CLASSIFICATION, RATING, AND USE--The student will be able to:

03.01 Identify the classification of types of fire as they relate to the use of portable extinguishers.
03.02 Given a group of differing extinguishers, identify the appropriate extinguishers for the various classes of fire.
03.03 Define the portable extinguisher rating system.
03.04 Name three safety checks to perform on portable extinguishers to include change, hose and nozzle inspection.
03.05 List safety precautions to be observed when operating extinguishers.
03.06 Outline the procedure for operating an extinguisher.

04.0 IDENTIFY THE VARIETY OF FIRE APPARATUS AVAILABLE, THE VARIETY OF FUNCTIONS THEY PERFORM, AND THE BASIC LIMITATIONS OF EACH--The student will be able to:

04.01 Identify the function of a fire company.
04.02 Describe the difference between the following companies: (a) Pumper company; (b) Aerial company; (c) Rural company.

04.03 Describe crash-fire-rescue and its uses.
04.04 Identify special equipment used in the following: (a) Rescue; (b) Chemical; (c) Floodlight and power; (d) Air truck.
04.05 Identity formulas necessary for fire ground calculations for fire flow and water supply needed.
04.06 Identify, describe, operate, have the knowledge of the care and maintenance of the various types of firefighting apparatus in use and fire service.

05.0 DEMONSTRATE KNOWLEDGE OF FIRE SERVICE FUNDAMENTALS OF EXTINGUISHMENT--The student will be able to:

05.01 Define the firefighting strategy necessary for fire control in structures.
05.02 Define the firefighting strategy necessary for fire control in flammable liquids.
05.03 Define the firefighting strategy necessary for fire control in liquified petroleum or natural gas.
05.04 Define the firefighting strategy necessary for fire control in vehicles.

06.0 DEMONSTRATE KNOWLEDGE OF FIRE SERVICE PRIVATE FIRE PROTECTION SYSTEMS--The student will be able to:

06.01 Identity a fire department sprinkler connection and water motor alarm.
06.02 Connect hose line(s) to a fire department connection of a sprinkler or standpipe system.
06.03 Define how the automatic sprinkler heads open and release water.
06.04 Temporarily stop the flow of water from a sprinkler head.
06.05 Identify the "Main Drain" valve on an automatic sprinkler system.
06.06 Open and close a "Main Drain" valve on an automatic sprinkler system.
06.07 Identify the main control valve on an automatic sprinkler system.
06.08 Operate a main control valve on an automatic sprinkler system from "open" and "closed" and then back to "open".
06.09 Define the value of automatic sprinklers in providing safety to life of occupants in a structure.
06.10 Identify and define the dangers of premature closure of sprinkler main control valve, and of using hydrants to supply hose streams when the same water system is supplying the automatic sprinkler system.
06.11 Identify the difference between an automatic sprinkler system that affords complete coverage and partial sprinkler system.
06.12 Identify the following: (a) Wet sprinkler system; (b) Dry sprinkler system; (c) Deluge sprinkler system.
06.13 Demonstrate removing one head from a sprinkler system and replacing it with a head of the same type.
06.14 When given an "Alarm Valve" of an automatic sprinkler system, identify the operation of the valve.
06.15 When given twelve various sprinkler heads, identify each of them correctly as to: (a) Temperature rating, (b) Pendant or upright, (c) Special types.
06.16 Identify the "Alarm Test" valve on an automatic sprinkler system.
06.17 When given an automatic sprinkler system, operate the "Alarm Test" valve.
06.18 When given a velocity drain valve or ball drip valve on the fire department connection of an automatic sprinkler system, demonstrate that the valve is operating and the pipe drained.
06.19 When given a check valve on the fire department connection to an automatic sprinkler system, identify the direction of flow of water through the valve.
06.20 Read and record the indicated pressures on all gages provided on a standard wet automatic sprinkler system and identify each gage.
06.21 Read and record the indicated pressures on all gages provided on a standard dry pipe automatic sprinkler system and identify each gage.

06.22 Define the realiability of automatic sprinkler systems and give eight reasons for unsatisfactory performance.
06.23 By inspection of an automatic sprinkler system in a building, identify obstructions to sprinkler heads and the required clearance.

07.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT FIRE PREVENTION INSPECTION PRACTICES AS RELATED TO INSURANCE INDEMNIFICATION--The student will be able to:

07.01 Identify the common causes of fires and their prevention.
07.02 Identify the fire inspection procedures.
07.03 Define the importance of public relations relative to the inspection programs.
07.04 Define dwelling inspection procedures.
07.05 Prepare diagrams or sketches of buildings to record the locations of items of concern during pre-fire planning operations.
07.06 Collect and record in writing information required for the purpose of preparing a report on a building inspection or survey.
07.07 Identify school exit drill procedures.
07.08 Identify life safety programs for the home.
07.09 Identify common fire hazards and make recommendations for their correction.
07.10 Write a building inspection report.
07.11 Identify that the fire extinguishers in an inspected premise conform to the fire prevention requirement.
07.12 Identify the procedures to be used whenever fire hazards, or suspected fire hazards, are encountered during inspections.
07.13 Identify the procedure for preparing a pre-fire plan.
07.14 Identify the duties and responsibilities of a firefighter assigned to a fire prevention detail in places of public assembly.
07.15 Identify the fire exit requirements for different types of occupancies.
07.16 Identify the use and operation of various roof vents, both manual and automatic.
07.17 Inspect standpipe systems for fire protection, including visual inspection of hose (where provided), nozzles, hose outlet threads, and fire department connections.
07.18 Identify a private water system for fire protection, including fire pumps, yard hydrants, hose houses, gravity and pressure types of water storage tanks, reservoirs, and draft sources.
07.19 Identify smoke, flame, and heat-detection alarm systems.
07.20 Identify local and state fire codes concerning subjects to be noted in fire company inspections.
07.21 Identify the areas of responsibility of other municipal and state inspection agencies.
07.22 Identify the fire hazards commonly found in manufacturing, commercial, residential, and public assembly occupancies.
07.23 Identify common deficiencies in electrical services and electrical equipment.
07.24 Identify standard types of chimneys and flues, and recognize deficiencies likely to cause fires.
07.25 Identify and define fire spread through air conditioning and utility ducts and the functions of automatic and manual controls of these systems.
07.26 Identify local code requirements covering the proper storage and use of flammable liquids and gases.
07.27 Identify storage codes and practices contributing to fire safety in buildings, including proper piling, aisles, clearances, access to fire equipment and exits.
07.28 Identify proper outside storage and how it affects fire fighting, including aisles, roadways, access to hydrants, access to buildings, and exposure hazards.
07.29 Identify water and smoke damage potential to goods, to office and manufacturing machinery, and other valuable objects.
07.30 Demonstrate a knowledge of the legally established responsibilities and empowerment related to the performance of his duties.

07.31 Demonstrate a knowledge of the established procedure for modification of requirements.
07.32 Demonstrate a knowledge of the established appeals procedure and judicial review process for the jurisdiction in which he is employed.
07.33 Demonstrate a knowledge of other agencies which may be referred to for assistance in correcting or correction of hazards.
07.34 Demonstrate an ability to initiate corrective procedures for fire hazards discovered during fire inspections.

08.0 PARTICIPATE IN FIRE TRAINING EXAMINATIONS--The student will be able to:

08.01 Take a test written/oral on each academic portion of the outline.
08.02 Take a performance test on certain portions of the outline.

09.0 DEMONSTRATE AWARENESS OF THE EFFICIENT USE OF FIREFIGHTER MANPOWER, PLACEMENT OF APPARATUS AND AVAILABLE EQUIPMENT, PRE-FIRE PLANNING, AND FIREGROUND DECISIONS AND DEMONSTRATE AWARENESS OF FIREFIGHTING TACTICS AND STRATEGY IN THE CONTROL OF AN EMERGENCY SITUATION--The student will be able to:

09.01 Describe the chain of command of the fire-ground organization in the authority having jurisdiction.
09.02 Identify and describe the factors of size-up which must be considered to determine procedures for control of an emergency situation.
09.03 Given a simulated fireground situation requiring rescue and a list of available resources, demonstrate the utilization and coordination of manpower and equipment to complete the rescue operation.
09.04 Apply infection control mesures in accordance with Center for Disease Control (CDC) guidelines.
09.05 Recognize and report signs of abuse and neglect.
09.06 Given a simulated fire problem which would require the application of recognized principles of overhaul, describe or demonstrate the overhaul procedures necessary.
09.07 Given a simulated structural fire condition requiring salvage operations, describe the salvage operation procedures and techniques necessary.
09.08 Given a simulated fireground situation, describe how basic organizational principles would be applied.
09.09 Given a simulated interior fire situation, describe (a) how fire may extend within the building, (b) how to control the spread of fire within the building.
09.10 Given a simulated exterior fire situation, (a) evaluate the situation, (b) describe how to control the spread of fire to keep it from extending to adjacent buildings.
09.11 Identify the three types of ventilation procedures and demonstrate the use of each.
09.12 Given equipment and personnel, demonstrate the attack procedures required to control, confine, and extinguish a fire in each of the following simulated situations: (a) Structures, (b) Flammable Liquids, (c) Flammable gases, (d) Hazardous materials.
09.13 Given a simulated fireground situation requiring multiple company operations, analyze the situation and determine the resources required for control and demonstrate the assignment and placement of the resources.
09.14 Given an actual or simulated target hazard and all pertinent information, develop a pre-fire plan which will include the utilization of manpower, equipment, and extinguishing agents.
09.15 State the primary and secondary functions of a rescue operation.

10.0 DEMONSTRATE AWARENESS OF BASIC KNOWLEDGE OF FIRE PROTECTION AND LIFE SAFETY RELATED TO BUILDING CONSTRUCTION--The student will be able to:

10.01 Demonstrate a basic knowledge of the features of fire protection and life safety related to building construction that are germane to various types of occupancies.
10.02 Demonstrate a knowledge of the purpose of rated building construction.

10.03 Demonstrate a knowledge of acceptable test methods and marking or labeling for building construction assemblies or devices.
10.04 Demonstrate a working knowledge of the types of fire doors and installation requirements.
10.05 Demonstrate a basic knowledge of where rated building construction is required.
10.06 Demonstrate a knowledge of building construction components installed for fire related purposes including but not limited to fire stops, draft curtains, fire walls, smoke vents, chimneys, flues, and rated ceilings.
10.07 Demonstrate a knowledge of the classes of roof covering.
10.08 Demonstrate a knowledge of the requirements for and construction of special building construction features including but not limited to projections booths, stages, proscenium openings, and flammable liquid storage rooms.
10.09 Demonstrate a knowledge of building construction classification.

11.0 DEMONSTRATE AWARENESS OF KNOWLEDGE AND SKILLS RELATING TO CLASSROOM INSTRUCTION AND MANAGEMENT--The student will be able to:

11.01 Identify instructor's roles and responsibilities.
11.02 Prepare and instruct class on a given topic.
11.03 Critique others in classroom during presentation.
11.04 Prepare a lesson plan, select audio-visual aids, and other reference material.
11.05 Describe some of the basic laws that govern the learning process.
11.06 Identify and describe the characteristics of a superior and poor instructor.

12.0 DEMONSTRATE KNOWLEDGE OF THE HAZARDS OF FLAMMABLE LIQUIDS, FLAMMABLE GASES, AND FLAMMABLE SOLIDS--The student will be able to:

12.01 Explain the characteristics of flammable liquids, flammable gases, and flammable solids.
12.02 Given a simulated emergency incident and all pertinent information involving each of the following materials, analyze each simulated situation, determine the resources required for control, and demonstrate the assignment and placement of the resources: (a) Flammable liquids, (b) Flammable gases, (c) Poisons, (d) Explosives, (e) Radioactive materials, (f) Flammable solids, (g) Water/Air Reactive materials, (h) Corrosives, (i) Oxidizers.
12.03 Identify national, state, and local information resources for handling of hazardous materials under fire or emergency situations.

13.0 DEMONSTRATE AWARENESS OF THE THEORY AND PROCEDURES FOR PROVIDING EFFECTIVE SUPERVISION AND LEADERSHIP--The student will be able to:

13.01 Describe the advantages, disadvantages, and effects of various recognized styles of leadership.
13.02 Given a summary of the functions of a leader, describe (a) the officer's responsibility in promoting cooperation, (b) how group cooperation may be obtained.
13.03 Identify the three types of verbal orders and demonstrate their use in each of the following situations: (a) during emergency situations, (b) in the station, (c) during training sessions.
13.04 Given a list of policies which may be used by a department, describe (a) how the various policies affect the officer, (b) the officer's role in interpreting the policies, (c) why accuracy, clarity, and impartiality are important in interpreting policy, (d) how to implement the policies in the leadership role.
13.05 Given the personnel rules of the department, describe how to deal fairly, firmly, and equally with subordinates.

14.0 DEMONSTRATE THE AWARENESS OF MANAGERIAL CONCEPTS AND PRINCIPLES APPLIED TO THE DAILY OPERATION OF A FIRE COMPANY--The student will be able to:

14.01 Develop a schedule for company: manpower, distribution, equipment maintenance, training and material allocations.

14.02 Describe essentials necessary for a good company training session.
14.03 Conduct a company training session.
14.04 Apply principles and concepts learned to case studies based upon fire company administrative operations.
14.05 Write typical company level reports.
14.06 Create a budget and payroll for the company.
14.07 Describe personnel selection and records.
14.08 Write a daily plan of operation.
14.09 Describe public relations and how it affects daily operation of a company.
14.10 List methods of procuring equipment and supplies.
14.11 Describe procedures to follow in maintenance of apparatus and equipment.
14.12 Write the procedures used in training of personnel and operations research.
14.13 Demonstrate communications, including receipt and transmission of alarms and routine calls.
14.14 Discuss fire prevention inspection services and enforcement of fire codes.
14.15 Conduct investigations to determine fire causes and factors contributing to the spread of fire, suppression of arson, and studies of fire experience.
14.16 Identify the most common causes of personal injury to the firefighter.
14.17 Given specific hazards, develop an accident prevention program applicable to the officer's duty assignment.
14.18 Given actual or simulated accident and injury reports, evaluate the reports and describe appropriate prevention measures.
14.19 Given rules, regulations, directives, policies, and laws regarding safety practices: (a) demonstrate procedures required to enforce the safety regulations, (b) demonstrate how to maintain complete and accurate records.

15.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

15.01 Conduct a job search.
15.02 Secure information about a job.
15.03 Identify documents that may be required when applying for a job.
15.04 Complete a job application.
15.05 Demonstrate competence in job interview techniques.
15.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
15.07 Identify acceptable work habits.
15.08 Demonstrate knowledge of how to make job changes appropriately.
15.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK **PROGRAM AREA:** Public Service

FLORIDA DEPARTMENT OF EDUCATION **EFFECTIVE DATE:** July, 1988

PROGRAM TITLE: Fire Service Aide

CODE NUMBER: Secondary 8918300 Postsecondary _____

Florida CIP PS43.020302

SECONDARY SCHOOL CREDITS 3 COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational x Other 10-12, 30, 31

CERTIFICATION COVERAGE: FIREFIGHT 7 FIREMANSHIP @7 PUB SERV @7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment in fire related occupations as fire equipment testers and repairmen, (70101004) salesperson specialists for fire equipment, insurance investigators and adjusters, safety inspectors, compliance investigators, fire lookout station workers, fireproofing workers, or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, general concepts of chemistry, physics, and math; fire extinguishing agents; methods of inspecting equipment; safety regulations; fire prevention and arson; legal implications and insurance; employability skills; and health and safety.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

Listed below are the courses that comprise this program when offered at the secondary level.

8918310 Fire Service Aide 1
8918320 Fire Service Aide 2
8918330 Fire Service Aide 3

II. LABORATORY ACTIVITIES: Laboratory and field activities are an integral part of this program.

III. SPECIAL NOTE: The cooperative method of instruction may be utilized for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan, signed by the student, the teacher and employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills and tasks relevant to the occupation the student has chosen as a career goal. The student must be compensated for work performed.

The particular outcomes and student performance standards which the handicapped student must master to earn credit must be specified in the student's individual educational plan (IEP). Additional credits may be earned when outcomes and standards are mastered in accordance with the requirements indicated in subsequent IEP's. The job title for which the student is being trained must be designated in the IEP.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Perform fire equipment testing procedures.
02. Discuss fire prevention programs.
03. List the legal implications of arson.
04. Describe the job of an insurance investigator and adjustor.
05. Perform fire equipment repairs.
06. Demonstrate employability skills.
07. Recharge various types of fire extinguishers.
08. Demonstrate fire equipment sales techniques.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: 8918300

PROGRAM TITLE: Fire Service Aide | POSTSECONDARY NUMBER: _____

01.0 PERFORM FIRE EQUIPMENT TESTING PROCEDURES--The student will be able to:

- 01.01 Inspect and maintain lighting equipment.
- 01.02 Inspect and maintain tools.
- 01.03 Inspect, test, and maintain ropes.
- 01.04 Inspect, test, and maintain ladders.
- 01.05 Inspect and replenish first aid equipment.
- 01.06 Inspect equipment after runs.
- 01.07 Inspect, test, and maintain breathing equipment.
- 01.08 Inspect and maintain salvage covers.
- 01.09 Inspect and maintain hose and couplings.
- 01.10 Inspect and maintain hydrants, nozzles and fittings.
- 01.11 Inspect and maintain holders, clamps and keepers.
- 01.12 Wash, clean and polish apparatus.
- 01.13 Inspect and maintain tires.
- 01.14 Inspect and maintain miscellaneous operating equipment.
- 01.15 Inspect, maintain, and recharge storage batteries.
- 01.16 Inspect and maintain warning systems.

02.0 DISCUSS FIRE PREVENTION PROGRAMS--The student will be able to:

- 02.01 Identify fire, lighting, heating, power, and dwelling house hazards.
- 02.02 Identify safeguards for each of the above.
- 02.03 Identify commonly found miscellaneous hazards.
- 02.04 Make required fire prevention reports.
- 02.05 Maintain required fire prevention records.
- 02.06 List the requirements for certification as a fire safety inspector.
- 02.07 Demonstrate knowledge of the legally established responsibilities and empowerment related to the performance of the fire safety inspector.
- 02.08 Demonstrate knowledge of the regulations governing installation practices related to the storage and handling of flammable and combustible liquids, compressed and liquified gases, explosives, hazardous materials, building construction for various occupancies.
- 02.09 Demonstrate knowledge of general fire safety code requirements and regulations including trash and debris, smoking, open burning, maintaining fire department access, housekeeping procedures, reporting of fire incidents, and limiting combustible decorations.

03.0 LIST THE LEGAL IMPLICATIONS OF ARSON--The student will be able to:

- 03.01 Identify evidence and types of arson.
- 03.02 Identify methods and motives used by arsonists, children, and pyromaniacs and differentiate between/among these persons.
- 03.03 Photograph areas.
- 03.04 Prepare site sketches.
- 03.05 Recover and label suspicious evidence.
- 03.06 Guard fire site.
- 03.07 Complete the basic volunteer fire fighting program.

04.0 DESCRIBE THE JOB OF AN INSURANCE INVESTIGATOR AND ADJUSTOR--The student will be able to:

- 04.01 Identify and preserve evidence.
- 04.02 Identify cause of fire.
- 04.03 Identify data and make proper records.
- 04.04 Identify values and losses.
- 04.05 Inspect premises.
- 04.06 Guard property.
- 04.07 Prepare evidence for District Attorney.
- 04.08 Interview persons.
- 04.09 Examine records.

05.0 PERFORM FIRE EQUIPMENT REPAIRS--The student will be able to:

05.01 Evaluate condition of equipment.
05.02 Perform minor repairs or request repair/reconditioning/major overhaul.
05.03 Order replacement parts.
05.04 Perform minor electrical or plumbing repairs.
05.05 Estimate costs of repairs.
05.06 Repair/replace defective sections of hose.

06.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

06.01 Conduct a job search.
06.02 Secure information about a job.
06.03 Identify documents that may be required when applying for a job.
06.04 Complete a job application.
06.05 Demonstrate competence in job interview techniques.
06.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
06.07 Identify acceptable work habits.
06.08 Demonstrate knowledge of how to make job changes appropriately.
06.09 Demonstrate acceptable employee health habits.

07.0 RECHARGE VARIOUS TYPES OF FIRE EXTINGUISHERS--The student will be able to:

07.01 Dismantle extinguishers.
07.02 Examine parts for defects.
07.03 Replace worn or damaged parts.
07.04 Use hand tools.
07.05 Clean and recharge soda acid extinguishers.
07.06 Test for conformity with legal specifications using hydrostatic test equipment.

08.0 DEMONSTRATE FIRE EQUIPMENT SALES TECHNIQUES--The student will be able to:

08.01 Demonstrate various types of equipment.
08.02 Describe product and service capabilities of various pieces of equipment.
08.03 Recommend that equipment which you believe will best suit the purchasers need.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service | COURSE CREDIT: 1

PROGRAM TITLE: Fire Service Aide | PROGRAM NUMBER: 8918300

COURSE TITLE: Fire Service Aide 1 | COURSE NUMBER: 8918310

COURSE DESCRIPTION:

This course prepares students to perform fire equipment testing procedures, identify fire prevention programs, and identify insurance investigation and adjusting skills.

01.0 PERFORM FIRE EQUIPMENT TESTING PROCEDURES--The student will be able to:

- 01.01 Inspect and maintain lighting equipment.
- 01.02 Inspect and maintain tools.
- 01.03 Inspect, test, and maintain ropes.
- 01.04 Inspect, test, and maintain ladders.
- 01.05 Inspect and replenish first aid equipment.
- 01.06 Inspect equipment after runs.
- 01.07 Inspect, test, and maintain breathing equipment.
- 01.08 Inspect and maintain salvage covers.
- 01.09 Inspect and maintain hose and couplings.
- 01.10 Inspect and maintain hydrants, nozzles, and fittings.
- 01.11 Inspect and maintain holders, clamps, and keepers.
- 01.12 Wash, clean and polish apparatus.
- 01.13 Inspect and maintain tires.
- 01.14 Inspect and maintain miscellaneous operating equipment.
- 01.15 Inspect, maintain, and recharge storage batteries.
- 01.16 Inspect and maintain warning systems.

02.0 DISCUSS FIRE PREVENTION PROGRAMS--The student will be able to:

- 02.01 Identify fire, lighting, heating, power, and dwelling house hazards.
- 02.02 Identify safeguards for each of the above.
- 02.03 Identify commonly found miscellaneous hazards.
- 02.04 Make required fire prevention reports.
- 02.05 Maintain required fire prevention records.
- 02.06 List the requirements for certification as a fire safety inspector.
- 02.07 Demonstrate knowledge of the legally established responsibilities and empowerment related to the performance of the fire safety inspector.
- 02.08 Demonstrate knowledge of the regulations governing installation practices related to the storage and handling of flammable and combustible liquids, compressed and liquified gases, explosives, hazardous materials, building construction for various occupancies.
- 02.09 Demonstrate knowledge of general fire safety code requirements and regulations including trash and debris, smoking, open burning, maintaining fire department access, housekeeping procedures, reporting of fire incidents, and limiting combustible decorations.

03.0 LIST THE LEGAL IMPLICATIONS OF ARSON--The student will be able to:

- 03.01 Identify evidence and types of arson.
- 03.02 Identify methods and motives used by arsonists, children, and pyromaniacs and differentiate between/among these persons.
- 03.03 Photograph areas.
- 03.04 Prepare site sketches.
- 03.05 Recover and label suspicious evidence.
- 03.06 Guard fire site.
- 03.07 Complete the basic volunteer fire fighting program.

04.0 DESCRIBE THE JOB OF AN INSURANCE INVESTIGATOR AND ADJUSTOR--The student will be able to:

- 04.01 Identify and preserve evidence.
- 04.02 Identify cause of fire.
- 04.03 Identify data and make proper records.
- 04.04 Identify values and losses.

04.05 Inspect premises.
04.06 Guard property.
04.07 Prepare evidence for District Attorney.
04.08 Interview persons.
04.09 Examine records.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service — COURSE CREDIT: 1

PROGRAM TITLE: Fire Service Aide — PROGRAM NUMBER: 8918300

COURSE TITLE: Fire Service Aide 2 — COURSE NUMBER: 8918320

COURSE DESCRIPTION:

This course prepares students to perform fire equipment repairs, recharge fire extinguishers, and demonstrate fire equipment.

05.0 PERFORM FIRE EQUIPMENT REPAIRS--The student will be able to:

05.01 Evaluate condition of equipment.
05.02 Perform minor repairs or request repair/reconditioning/major overhaul.
05.03 Order replacement parts.
05.04 Perform minor electrical or plumbing repairs.
05.05 Estimate costs of repairs.
05.06 Repair/replace defective sections of hose.

06.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

06.01 Conduct a job search.
06.02 Secure information about a job.
06.03 Identify documents that may be required when applying for a job.
06.04 Complete a job application.
06.05 Demonstrate competence in job interview techniques.
06.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
06.07 Identify acceptable work habits.
06.08 Demonstrate knowledge of how to make job changes appropriately.
06.09 Demonstrate acceptable employee health habits.

07.0 RECHARGE VARIOUS TYPES OF FIRE EXTINGUISHERS--The student will be able to:

07.01 Dismantle extinguishers.
07.02 Examine parts for defects.
07.03 Replace worn or damaged parts.
07.04 Use hand tools.
07.05 Clean and recharge soda acid extinguishers.
07.06 Test for conformity with legal specifications using hydrostatic test equipment.

08.0 DEMONSTRATE FIRE EQUIPMENT SALES TECHNIQUES--The student will be able to:

08.01 Demonstrate various types of equipment.
08.02 Describe product and service capabilities of various pieces of equipment.
08.03 Recommend that equipment which you believe will best suit the purchasers need.

STUDENT PERFORMANCE STANDARDS

EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service

COURSE CREDIT: 1

PROGRAM TITLE: Fire Service Aide

PROGRAM NUMBER: 8918300

COURSE TITLE: Fire Service Aide 3

COURSE NUMBER: 8918330

COURSE DESCRIPTION:

The cooperative method of instruction may be used to allow students to practice fire fighting skills on the job. Students may opt to enter an apprenticeship program or may have on job clinical experience. These experiences cover all the program student performance standards. Courses #1 and 2 are pre-requisite to this course. Upon completion of this course, students are eligible for a license to service, recharge, repair, test, inspect or install fire extinguishers and systems.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Interpreter Training Program

CODE NUMBER: Secondary _____ Postsecondary EDH0090

Florida CIP PS13.100301

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: SEE SBR 6A-1.0502

I. MAJOR CONCEPTS/CONTENT: This program is designed to prepare students for employment as interpreters (137.267-010) or Interpreter/transliteraters for the Deaf (137.267-010) or to provide supplemental training for persons previously or currently employed in these and allied occupations such as nursing, education and human service agencies, etc.

The content includes but is not limited to: components of sign language, including formal and idiomatic signs, fingerspelling, facial expression and body movement; orientation to the various manual systems of communication; principles of American Sign Language (ASL), such as the use of space and grammatical features including syntax; orientation to the cultural and pychosocial aspects of deafness; educational implications; rehabilitation implications; anatomy and physiology of the auditory and vocal mechanism; etiologies of deafness; organizations of and for deaf persons; legal and ethical considerations; and the interpreting process, including voice-to-sign (signing for the hearing person) and sign to voice (voicing for the deaf person). Employability skills are included.

Reinforcement of basic skills in English, mathematics and science appropriate for the job preparatory programs occurs through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory experience is an integral part of this program. Laboratory experiences should be provided, utilizing a variety of instructional media for the purpose of developing expressive and receptive signing skills. Students should be assigned additional hours of contact with and observations of hearing impaired consumers in a variety of settings, e.g. social organizations, educational programs, and human service agencies. Practicum and internship activities in affiliated community agencies, organizations, and educational facilities will provide opportunities for interpreter trainees to develop interpreting skills, as well as knowledge of community and educational programs for the hearing impaired. Internship experience is required.

III. SPECIAL NOTE: Program completers are required to take and pass one of the three evaluation systems:

1) the Quality Assurance (QA) Screening of the Florida Registry of Interpreters for the Deaf (FRID),
2) the Educational Interpreter Evaluation (EIE) of the FRID,
3) the Certification System of the (national) Registry of Interpreters for the Deaf.

These evaluations are performance-based, testing both signing and voicing ability. In addition, knowledge of Code of Ethics and understanding of the interpreting process and the interpreter's role are assessed through interview and written examination. Each evaluation system has a series of certification levels which are awarded to participants based on their skill.

The cooperative method of instruction may be used for this program. Whenever the cooperative method is offered, the following is required for each student: a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and a work station which reflects equipment, skills, and tasks relevant to the student's career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program : Mathematics 8.0, Language 11.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge of the components and principles of ASL.
02. Demonstrate knowledge of the various sign systems.
03. Demonstrate knowledge of the cultural and psychosocial aspects of deafness.
04. Demonstrate knowledge of the implications of hearing loss for education and habilitation.
05. Demonstrate an understanding of the ethical and legal aspects of interpreting.
06. Demonstrate the ability to convey a message using sign language or voice.
07. Demonstrate employability skills.
08. Demonstrate an understanding of entrepreneurship.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: _____

PROGRAM TITLE: Interpreter Training Program | POSTSECONDARY NUMBER: EDH0030

01.0 DEMONSTRATE KNOWLEDGE OF THE COMPONENTS AND PRINCIPLES OF AMERICAN SIGN LANGUAGE--The student will be able to:

- 01.01 Identify the four parameters of ASL: handshape, placement, movement, and orientation.
- 01.02 Recognize and demonstrate the use of ASL classifiers.
- 01.03 Recognize and produce a minimum vocabulary of 2,000 standard signs.
- 01.04 Recognize and produce a minimum of 50 American Sign Language idioms.
- 01.05 Discuss and demonstrate the proper use of space in ASL.
- 01.06 Discuss and demonstrate proper use of economy of movement (motion) in ASL.
- 01.07 Identify patterns of sentence structure in ASL:
  - a) Time indicators
  - b) Visual topics
  - c) Directional verbs
  - d) Pronominal reference
- 01.08 Demonstrate the ability to sequence working vocabulary into appropriate ASL forms.
- 01.09 Demonstrate and explain the role of natural gestures, facial expressions, and body movement in ASL.
- 01.10 Demonstrate the ability to choose conceptually accurate signs for production in ASL.

02.0 DEMONSTRATE KNOWLEDGE OF THE VARIOUS SIGN SYSTEMS--The student will be able to:

- 02.01 Demonstrate knowledge of the history of invented sign systems e.g. LOVE, SEE I.
- 02.02 Use and understand fingerspelling.
- 02.03 Use and understand Pidgen Signed English.
- 02.04 Use and understand Manually Coded English e.g. SEE II.

03.0 DEMONSTRATE KNOWLEDGE OF THE CULTURAL AND PSYCHOSOCIAL ASPECTS OF DEAFNESS--The student will be able to:

- 03.01 Describe types and degrees of hearing loss and their implications for communication.
- 03.02 Explain the social and emotional implications of deafness.
- 03.03 Describe the role of American Sign Language in the Deaf community.
- 03.04 Describe the social activities and organizations of the deaf community.
- 03.05 Identify and explain the assistive devices available to hearing impaired persons and the implications of such devices.

04.0 DEMONSTRATE KNOWLEDGE OF THE IMPLICATIONS OF HEARING LOSS FOR EDUCATION AND HABILITATION--The student will be able to:

- 04.01 Explain the role of the educational interpreter in the school setting.
- 04.02 Explain the code of ethics for educational interpreters.
- 04.03 Describe the educational characteristics and needs of the hearing impaired child.
- 04.04 Describe the various types of educational programs available to hearing impaired students including different communication methodoligies (e.g. Oral, Verbal-tonal, cued speech, Total Communication) and placement options (e.g. mainstreamed settings, full and part-time day classes, residential programs).
- 04.05 Describe the function of the auditory and vocal mechanism and the etiologies of deafness.
- 04.06 Describe the types, use and function of amplification and other assistive devices.
- 04.07 Identify components of aural habilitation (e.g. speech, speech reading, and auditory training.
- 04.08 Identify habilitative agencies and the services offered e.g. Vocational Rehabilitation, Deaf Service Centers, and other Referral Agencies.

05.0 DEMONSTRATE AN UNDERSTANDING OF THE ETHICAL AND LEGAL ASPECTS OF INTERPRETING--The student will be able to:

- 05.01 Explain the five principles of the Code of Ethics of the Registry of Interpreters of the Deaf.
- 05.02 Explain PL 94-142; Section 504 of Title V of the Rehabilitation Act of 1973 and its amendments, and Florida Statutes pertaining to hearing impaired individuals and interpreters and the implications of the laws and statutes.
- 05.03 Explain Florida's interpreter evaluation process and its implications for interpreters.
- 05.04 Explain the Florida Educational Interpreter's Code of Ethics and its' implications.

06.0 DEMONSTRATE THE ABILITY TO CONVEY A MESSAGE USING SIGN LANGUAGE OR VOICE--The student will be able to:

- 06.01 Accurately interpret the message of a speaking person to a hearing impaired person(s) using the communication method (signed or voice) most readily understood by the hearing impaired person(s).
- 06.02 Accurately transliterate the message of a speaking person to a hearing impaired person(s) using the communication method (signed or voice) most readily understood by the hearing impaired person(s).
- 06.03 Accurately interpret the message of a signing person to a hearing impaired person(s) or hearing person(s) through use of voice.
- 06.04 Accurately transliterate the message of a signing person to a hearing impaired person(s) or a hearing person(s) through use of voice.

07.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 07.01 Conduct a job search.
- 07.02 Secure information about a job.
- 07.03 Identify documents that may be required when applying for a job.
- 07.04 Complete a job application.
- 07.05 Demonstrate competence in job interview techniques.
- 07.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 07.07 Identify acceptable work habits.
- 07.08 Demonstrate knowledge of how to make job changes appropriately.
- 07.09 Demonstrate acceptable employee health habits.

08.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP--The student will be able to:

- 08.01 Define entrepreneurship.
- 08.02 Describe the importance of entrepreneurship to the American economy.
- 08.03 List the advantages and disadvantages of business ownership.
- 08.04 Identify the risks involved in ownership of a business.
- 08.05 Identify the necessary personal characteristics of a successful entrepreneur.
- 08.06 Identify the business skills needed to operate a small business efficiently and effectively.

CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Law Enforcement

CODE NUMBER: Secondary _____ Postsecondary CJD0991

Florida CIP PS43.010500

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: LAW ENF 7 PUB SERV @7
PCE OFF TR @7 CORR OFF 7

I. MAJOR CONCEPTS/CONTENT: The purpose of the program is to prepare students as entry level law enforcement officers, such as Police Officer (70101004), Deputy Sheriff (70101201), State Highway Patrol Officer (7010006), Fish and Game Wardens (70100606) and those occupations listed under 375 and 377 of the Directory of Occupational Titles that require entry level certification in accordance with Chapter 943, Florida Statutes. This program also provides supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, introduction to criminal justice, legal knowledge, patrol techniques, defensive tactics, traffic, vehicle operation, weapons, investigations, first responder techniques, court system, communications and interpersonal skills.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Practical skills and field exercises are an integral part of this program to include courtroom demeanor and testifying; report writing; identification, collection and preservation of evidence; interviewing and interrogation techniques; radio communications; patrol techniques; traffic direction; traffic accident investigations; police vehicle operation; defensive tactics and arrest techniques; firearms training; chemical agent application; first responder; fingerprinting and sobriety testing.

On the firing range, the Criminal Justice Standards and Training Commission Policy Manual states that the teacher/student ratio must be no more than 1:8.

III. SPECIAL NOTE: This basic recruit course is established for the purpose of providing job related training at the entry level to candidates for full time or part time law enforcement positions. The minimum length of this program is 520 hours as set by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Sections 943.12 and 943.13, F.S.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

All instructors must be certified by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and the Department of Education (DOE), except Community Colleges where DOE certification is not required.

IV. INTENDED OUTCOMES: After successfully completing this program, students will be able to:

01. Describe the criminal justice system and the Florida Criminal Justice Standards and Training Commission.
02. Explain the law enforcement code of ethics and chain of command.
03. Explain constitutional law, criminal law, laws of arrest, rules of evidence, search and seizure, juvenile law, surcharges, and civil and criminal liabilities in accordance with Florida Statutes.
04. Describe and demonstrate patrol procedures.
05. Demonstrate defensive tactics and arrest techniques.
06. Direct and control traffic.
07. Operate a police vehicle safely.
08. Investigate traffic accidents.
09. Discuss the legal aspects of firearms. Demonstrate proper use of firearms and chemical agents to include proficiency in accordance with Criminal Justice Standards and Training Commission.
10. Conduct a crime scene investigation.
11. Demonstrate proficiency in first responder techniques.
12. Discuss trial procedures and testify.
13. Demonstrate communication skills.
14. Demonstrate interpersonal skills.
15. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: _____

PROGRAM TITLE: Law Enforcement POSTSECONDARY NUMBER: CJD0991

01.0 DESCRIBE THE CRIMINAL JUSTICE SYSTEM AND THE FLORIDA CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION--The student will be able to:

01.01 Define and identify the major components and general organization of Criminal Justice System.
01.02 Explain history and evolution of laws.
01.03 Identify the objectives, responsibilities, duties and structure of Criminal Justice Standards and Training Commission.
01.04 Identify the various environmental enforcement agencies and their responsibilities and duties.

02.0 EXPLAIN THE LAW ENFORCEMENT CODE OF ETHICS AND CHAIN OF COMMAND--The student will be able to:

02.01 Identify and interpret code of ethics and the Canon of Police Ethics.
02.02 Discuss the emergence of the law enforcement profession.
02.03 Identify the general organizational structure and the chain of command of police agencies.

03.0 EXPLAIN CONSTITUTIONAL LAW, CRIMINAL LAW, LAWS OF ARREST, RULES OF EVIDENCE, SEARCH AND SEIZURE, JUVENILE LAW, SURCHARGES, AND CIVIL AND CRIMINAL LIABILITIES IN ACCORDANCE WITH FLORIDA STATE STATUTES --The student will be able to:

03.01 Define legal terms.
03.02 Explain constitutional law and describe how if affects law enforcement.
03.03 Identify elements of a crime and parties to a crime and describe classification of offenses and intent.
03.04 Explain probable cause and burden of proof.
03.05 Explain laws of arrest, law enforcement officers' right and duty to make an arrest, and legal show-ups/line-ups.
03.06 Explain rules of evidence and their application to law enforcement.
03.07 Identify privileged and nonprivileged communication.
03.08 Explain stop and frisk laws.
03.09 Explain legal aspects of search and seizure.
03.10 Differentiate between searches with and without warrant.
03.11 Explain civil and criminal liability and surcharges.
03.12 Explain civil law in relation to domestic matters.
03.13 Discuss Florida juvenile law and the administration, and identify the role of law enforcement officers under the juvenile justice system.
03.14 Explain substance control laws.
03.15 Explain alcohol and tobacco control laws.
03.16 Explain Baker Act and Meyers Act.
03.17 Define the terms attempt, conspiracy, and solicitation.
03.18 Explain criminal mischief, public nuisance and crimes against public peace.
03.19 Identify the elements of unlawful assemblies/riots and obstruction of justice.
03.20 List different ways pornography is distributed.
03.21 Explain RICO act.
03.22 Explain extortion, its elements, intent and penalty.
03.23 Describe legal and illegal gambling operations in Florida.
03.24 Define arson and identify its penalties.
03.25 Define concealed weapons and firearms.
03.26 Explain the Florids Statutes relating to possession and purchase of weapons and firearms.
03.27 Explain the elements of sexual battery.
03.28 List and define the common sex crimes.
03.29 Explain the elements and various types of assault and of battery.
03.30 Identify the elements of robbery.
03.31 Explain the Florida laws relating to child abuse and neglect.

03.32 Identify the elements of kidnapping, false imprisonment, and child stealing.
03.33 Identify the elements for the various forms of homicide.
03.34 Explain the Florida laws relating to dealing in stolen property/theft.
03.35 Explain the difference between burglary and trespassing.
03.36 Explain the Florida laws relating to bribery.
03.37 Explain the crime of perjury under Florida law.
03.38 Define fraud, forgery and worthless checks.
03.39 Explain the connection between embezzlement and white collar crime.
03.40 Explain Florida's Repossession Laws.
03.41 Explain various codes and prohibitions dealing with vessel law in Florida.
03.42 Explain use of force, reasonable force, and deadly force.
03.43 Explain effects and liabilities of use of force.

04.0 DESCRIBE AND DEMONSTRATE PATROL PROCEDURES--The student will be able to:

04.01 Explain purposes of patrol.
04.02 Identify different types of patrol, their advantages and disadvantages, and patrol hazards.
04.03 Use visual perception, discrimination and observation techniques.
04.04 Use beat familiarization techniques.
04.05 Describe officer survival considerations.
04.06 Explain and demonstrate vehicle stops and felony vehicle stops.
04.07 Describe and demonstrate prisoner transport methods and custody responsibilities.
04.08 Identify and define prisoner custody responsibilities and procedures.
04.09 Explain and demonstrate prowler response techniques and crime-in-progress response techniques.
04.10 Discuss foot pursuits.
04.11 Identify services of the Florida Crime Information Center.
04.12 Describe wants and warrants procedure.
04.13 Handle unusual circumstances.
04.14 Handle stray animals.
04.15 Handle cases of missing children and persons.
04.16 Refer individuals to appropriate social service agencies.
04.17 Assist victims and witnesses of crimes.
04.18 Intervene in domestic violence.
04.19 Identify suicide intervention procedures.
04.20 Develop and implement crime prevention practices.
04.21 Recognize controlled substances and commonly abused drugs.
04.22 Handle landlord/tenant disputes.
04.23 Describe firefighting principles and procedures.

05.0 DEMONSTRATE DEFENSIVE TACTICS AND ARREST TECHNIQUES--The student will be able to:

05.01 Identify and demonstrate pedestrian approach procedures.
05.02 Use unarmed defensive tactics, restraining devices, and police baton.
05.03 Demonstrate arrest, search, and control techniques.
05.04 Fingerprint persons.
05.05 Control crowd and mob.

06.0 DIRECT AND CONTROL TRAFFIC--The student will be able to:

06.01 Explain traffic enforcement concepts and techniques.
06.02 Explain the driver licensing law.
06.03 Identify the most frequently used sections of the Florida traffic code.
06.04 Conduct a field sobriety test and identify impaired driver violations.
06.05 Write a uniform traffic citation.
06.06 Direct and control traffic flow of vehicles and pedestrians using hand signals, gestures, and flashlights.

07.0 OPERATE A POLICE VEHICLE SAFELY--The student will be able to:

07.01 Explain the legal liability when operating an emergency vehicle.
07.02 Inspect a police vehicle.
07.03 Operate a police vehicle.

08.0 INVESTIGATE TRAFFIC ACCIDENTS--The student will be able to:

08.01 Identify traffic accident investigation techniques and procedures.
08.02 Explain traffic accident scene management procedures.
08.03 Inspect vehicles involved in accidents, roadway signs and signals.
08.04 Measure, sketch and identify reasons for photographing accident scenes.
08.05 Compute skid mark evidence.
08.06 Complete accident report forms and write an accident report.
08.07 Explain organ and tissue donation program in relation to traffic accidents.

09.0 DISCUSS THE LEGAL ASPECTS OF FIREARMS. DEMONSTRATE PROPER USE OF FIREARMS AND CHEMICAL AGENTS TO INCLUDE PROFICIENCY IN ACCORDANCE WITH CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION--The student will be able to:

09.01 Explain ammunition use.
09.02 Demonstrate service weapon use.
09.03 Demonstrate shotgun use.
09.04 Demonstrate chemical agent use.
09.05 Explain and demonstrate firearms safety procedures.

10.0 CONDUCT A CRIME SCENE INVESTIGATION--The student will be able to:

10.01 Explain preliminary investigation for crimes against property.
10.02 Explain preliminary investigation for crimes against persons.
10.03 Explain investigative techniques for narcotics and dangerous drugs.
10.04 Explain vice investigative techniques.
10.05 Explain organized crime.
10.06 Explain terrorist activity investigative techniques.
10.07 Explain bombs/explosives violation investigative techniques.
10.08 Explain death recognition concepts.
10.09 Explain S.I.D.S. procedures.
10.10 Conduct an interview with witnesses, victims and a suspect.
10.11 Differentiate between interviews and interrogations.
10.12 Explain surveillance techniques.
10.13 Explain preliminary, follow-up investigative procedures.
10.14 Explain methods for developing sources of information.
10.15 Explain and demonstrate crime scene search procedures.
10.16 Protect or guard crime scene.
10.17 Measure, diagram, sketch and identify reasons for photographing evidence.
10.18 Locate, collect and record (retrieve, package and seal, label, tag, and mail) evidence.
10.19 Locate and develop latent prints.
10.20 Follow chain of custody.

11.0 DEMONSTRATE PROFICIENCY IN FIRST RESPONDER TECHNIQUES--The student will be able to:

11.01 Identify and demonstrate first responder techniques.
11.02 Demonstrate Cardiopulmonary Resuscitation (CPR) techniques.
11.03 Discuss health issues that first responders encounter most often.

12.0 DISCUSS TRIAL PROCEDURES AND TESTIFY--The student will be able to:

12.01 Explain Florida court structure and court rules.
12.02 Discuss pretrial, trial, and posttrial procedures.
12.03 Explain subpeonas.

12.04 Demonstrate courtroom demeanor and testify as a witness.
12.05 Explain how courts relate to law enforcement.

13.0 DEMONSTRATE COMMUNICATION SKILLS--The student will be able to:

13.01 Use telephone and police radio courteously and relay message.
13.02 Explain notetaking and reporting procedures.
13.03 Write police reports.
13.04 Prepare investigation report.
13.05 Demonstrate nonverbal communication techniques.
13.06 Explain procedures to follow when taking statements.

14.0 DEMONSTRATE INTERPERSONAL SKILLS--The student will be able to:

14.01 Explain law enforcement officers' public relations techniques.
14.02 Explain human behavior.
14.03 Demonstrate interpersonal communication techniques.
14.04 Explain and demonstrate counseling techniques.
14.05 Demonstrate crisis intervention techniques.
14.06 Recognize stress and explain methods of stress reduction.
14.07 Explain problems of juveniles.
14.08 Recognize indications of child abuse and identify reporting procedures.
14.09 Explain problems of the elderly.
14.10 Explain problems of ethnic and cultural groups.
14.11 Explain problems of mentally ill or mentally handicapped persons.
14.12 Explain problems of physically handicapped persons.
14.13 Explain problems of alcohol and drug abusers.

15.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

15.01 Conduct a job search.
15.02 Secure information about a job.
15.03 Identify documents that may be required when applying for a job.
15.04 Complete a job application.
15.05 Demonstrate competence in job interview techniques.
15.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
15.07 Identify acceptable work habits.
15.08 Demonstrate knowledge of how to make job changes appropriately.
15.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK — PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Law Enforcement Auxiliary Officer

CODE NUMBER: Secondary _____ Postsecondary CJD0992

Florida CIP PS43.010501

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: LAW ENF 7 PUB SERV @7
PCE OFF TR @7

I. MAJOR CONCEPTS/CONTENT: This program is designed to prepare students for employment as law enforcement auxiliary officers (70101004) or to provide supplemental training for persons previously or currently employed in this occupation. Employment as a law enforcement auxiliary officer requires certification in accordance with Chapter 943, Florida Statutes.

The content includes, but is not limited to, basic law for law enforcement, investigation procedures, court procedures, patrol procedures, community relations, traffic control, juvenile procedures, defensive tactics, firearms, and first aid and cardiopulmonary resuscitation (CPR).

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Through hands-on and field activities, the students will gain experience in traffic control, defensive tactics, use of firearms and CPR.

On the firing range, the Criminal Justice Standards and Training Commission Policy Manual states that the teacher/student ratio must be no more than 1:8.

III. SPECIAL NOTE: Minimum length of this program is 97 hours as established by the Criminal Justice Standards and Training Commission in accordance with Florida Administration Code 11B-29 and 943.12 F.S. Due to this short period of program length, students are not expected to perform actual duties upon completion of the program but to know the content covered in this program. Trainees should be trained to perform actual job skills on the job.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

All instructors must be certified by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and the Department of Education (DOE), except Community Colleges where DOE certification is not required.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Identify constitutional law, criminal law, laws of arrest, and rules of evidence.
02. Identify investigation procedures and assist at crime/accident scene.
03. Identify court organization and procedures.
04. Identify patrol techniques and operations, and assist in patrolling.

05. Describe good public relations and assist law enforcement officers in handling situations which result from conflict of behavior or different background.
06. Assist in controlling traffic and identify accident report procedures.
07. Identify techniques and procedure in working with juvenile offenders.
08. Use defensive tactics.
09. Demonstrate firearm safety and qualification with service weapon.
10. Apply first aid and CPR.
11. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: _____

PROGRAM TITLE: Law Enforcement Auxiliary Officer — POSTSECONDARY NUMBER: CJD0992

01.0 IDENTIFY CONSTITUTIONAL LAW, CRIMINAL LAW, LAWS OF ARREST, AND RULES OF EVIDENCE--The student will be able to:

- 01.01 Identify constitutional law and criminal law.
- 01.02 Identify appropriate sections of Florida Statute reference arrest laws.
- 01.03 Discuss rules of evidence.
- 01.04 Identify search and seizure and arrest laws.
- 01.05 Explain when an arrest may be made without a warrant.

02.0 IDENTIFY INVESTIGATION PROCEDURES AND ASSIST AT CRIME/ACCIDENT SCENE--The student will be able to:

- 02.01 Identify and explain crime scene protection.
- 02.02 Identify and explain evidence collection.
- 02.03 Explain interviews and interrogation.
- 02.04 Identify different types of police reports.
- 02.05 Assist law enforcement officers at crime/accident scene.

03.0 IDENTIFY COURT ORGANIZATION AND PROCEDURES--The student will be able to:

- 03.01 Explain court organization, functions, and procedures.
- 03.02 Explain court demeanor and testifying.
- 03.03 Identify common pitfalls facing the new officer in court.

04.0 IDENTIFY PATROL TECHNIQUES AND OPERATIONS, AND ASSIST IN PATROLLING--The student will be able to:

- 04.01 Identify different types of patrol techniques.
- 04.02 Identify types of communication equipment, its usage and role.
- 04.03 Identify record keeping systems.
- 04.04 Identify the proper procedures in handling domestic complaints, prowler and disturbance calls.
- 04.05 Identify proper procedures in responding to alarm sounding calls.
- 04.06 Assist law enforcement officers in patrolling.

05.0 DESCRIBE GOOD PUBLIC RELATIONS AND ASSIST LAW ENFORCEMENT OFFICERS IN HANDLING SITUATIONS WHICH RESULT FROM CONFLICT OF BEHAVIOR OR DIFFERENT BACKGROUND--The student will be able to:

- 05.01 Describe good public relations.
- 05.02 Define human relations.
- 05.03 Describe the relationship between law enforcement and minority groups.
- 05.04 Assist law enforcement officers in handling situations which result from conflict of behavior or different background.

06.0 ASSIST IN CONTROLLING TRAFFIC AND IDENTIFY ACCIDENT REPORT PROCEDURES--The student will be able to:

- 06.01 Demonstrate traffic direction techniques.
- 06.02 Explain and demonstrate citation mechanics.
- 06.03 Identify and demonstrate traffic law enforcement.
- 06.04 Identify and explain accident reporting forms and procedures.
- 06.05 Assist law enforcement officers in controlling traffic.

07.0 IDENTIFY TECHNIQUES AND PROCEDURE IN WORKING WITH JUVENILE OFFENDERS--The student will be able to:

- 07.01 Identify appropriate sections of Florida Statutes for juvenile law.
- 07.02 Identify juvenile court procedures.
- 07.03 Identify juvenile detention procedures.
- 07.04 Identify the proper attitude, methods, and techniques in working with juvenile offenders.

08.0 USE DEFENSIVE TACTICS--The student will be able to:

08.01 Identify and explain crowd and riot control tactics.
08.02 Identify and demonstrate search and arrest techniques.
08.03 Identify and demonstrate self defense tactics.

09.0 DEMONSTRATE FIREARM SAFETY AND QUALIFICATION WITH SERVICE WEAPON--The student will be able to:

09.01 Discuss legal aspects of firearms.
09.02 Identify and explain service weapons and nomenclature.
09.03 Explain and demonstrate use of chemical agents and protective devices.
09.04 Describe use and limitations of the alternate service weapons.
09.05 Demonstrate range training and qualification with handgun and shotgun.

10.0 APPLY FIRST AID AND CPR--The student will be able to:

10.01 Explain and demonstrate first aid techniques.
10.02 Explain and demonstrate choking maneuver.
10.03 Explain and demonstrate cardiopulmonary resuscitation (CPR).

11.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

11.01 Conduct a job search.
11.02 Secure information about a job.
11.03 Identify documents that may be required when applying for a job.
11.04 Complete a job application.
11.05 Demonstrate competence in job interview techniques.
11.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
11.07 Identify acceptable work habits.
11.08 Demonstrate knowledge of how to make job changes appropriately.
11.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Legal Assisting

CODE NUMBER: Secondary _____ Postsecondary PLA0090

Florida CIP PS22.010300

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: LAW 2 4 PUB ADMIN 7 PUB SER @7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as paralegal assistant (119.267-026), title examiner (119.287-010), abstractor (119.267-010), or paralegal personnel (10242203) or to provide supplemental training for persons previously or currently employed in these occupations. The program should meet the requirements of Legal Assistant education programs recommended by the American Bar Association.

The content includes, but is not limited to, legal research and legal writing; litigation and trial practice; corporate law; wills, estates and trusts; tort law; family law; law office management; real property law; federal income tax law; criminal law; constitutional law; ethics and code of professional responsibility; contract law; employability skills; leadership and human relations skills; and health and safety.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory/library research experiences are an integral part of the program. Word processing and computer competencies should also be developed.

III. SPECIAL NOTE: The National Association of Legal Assistants (NALA) certification examination is available to graduates of this program.

The cooperative method of instruction is appropriate for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks which are relevant to the occupation which the student has chosen as a career goal. Students must receive compensation for work performed.

In accordance with Section 61, Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 6.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge of the ethical and professional standards of the legal assistant.
02. Demonstrate ability to utilize the law library and apply knowledge to legal writing.
03. Demonstrate knowledge of tort law, constitutional law, and criminal law concepts and their application to factual situations.

04. Demonstrate knowledge of all phases of trial practice and procedure. Demonstrate knowledge of practice and procedure of tribunals before which the legal paraprofessional is authorized to represent clients under the supervision of a licensed attorney.
05. Demonstrate knowledge of real property law and its application to real property transactions.
06. Demonstrate knowledge of estate planning and probate administration concepts and their application to probate procedures.
07. Demonstrate knowledge of the fundamental principals of the law of business organizations.
08. Demonstrate knowledge of legal forms and ability to prepare legal documents. Demonstrate legal writing skills, including how to solve legal problems by analyzing complex factual matters, and applying appropriate legal authority.
09. Demonstrate knowledge of the fundamental principles of contract law including the Uniform Commercial Code.
10. Demonstrate knowledge of and ability to perform advanced litigation techniques and procedures.
11. Demonstrate knowledge of and ability to perform advanced real estate and property transaction procedures.
12. Demonstrate knowledge of and ability to prepare management techniques and procedures.
13. Demonstrate knowledge of family law and procedure.
14. Demonstrate knowledge of the Internal Revenue Code and principles involved in preparing basic tax forms.
15. Demonstrate employability skills.
16. Demonstrate an understanding of entrepreneurship.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Serivce Occupations | SECONDARY NUMBER: _____

PROGRAM TITLE: Legal Assisting | POSTSECONDARY NUMBER: PLA0090

01.0 DEMONSTRATE KNOWLEDGE OF THE ETHICAL AND PROFESSIONAL STANDARDS OF THE LEGAL ASSISTANT--The student will be able to:

01.01 Define a variety of legal terms.
01.02 Contrast the duties and responsibilities of the legal secretary with those of the legal assistant (paralegal).
01.03 List five typical duties of the legal assistant.
01.04 List four activities legal assistants are prohibited from doing.
01.05 Briefly outline the history and development of the occupation of legal assistant.
01.06 Write a convincing statement as to why a lawyer should hire a graduate of a good legal assistant program.
01.07 Explain how lawyers and paralegal personnel function in our legal system.
01.08 List and explain the basic sequence of events in a jury trial.
01.09 List and discuss the basic rules of ethics in the legal profession.
01.10 Discuss what constitutes legal malpractice and illustrate the discussion with examples of malpractice.
01.11 List the advantages and disadvantages of data processing and word processing in a law office.

02.0 DEMONSTRATE ABILITY TO UTILIZE THE LAW LIBRARY AND APPLY KNOWLEDGE TO LEGAL WRITING--The student will be able to:

02.01 Explain the federal court system. Explain the court system of the State of Florida.
02.02 List the basic steps in legal research.
02.03 List and explain the different State and Federal courts, and describe the jurisdiction of each.
02.04 Discuss the fundamental features of civil litigation, criminal and administrative procedures.
02.05 Discuss the term "authority" as it is used in legal writing, and explain the hierarchy of authority, and the difference between mandatory and persuasive authority.
02.06 Discuss case law, how it is made, its component parts, and how to use cases to resolve a legal problem.
02.07 Contrast case law with statutory law, and explain how to interpret statutes, using both intrinsic and extrinsic sources.
02.08 Demonstrate how to "brief" a case.
02.09 Explain the difference between legal publications, treatises, and other legal writings.
02.10 List the legal publications most commonly used in the practice of law.
02.11 What are administrative rules or regulations? Do these have the force of laws?
02.12 Given a hypothetical case, find applicable statutory law.
02.13 Given a hypothetical case, find applicable regulatory law.
02.14 Given a hypothetical case, find applicable case law.
02.15 Demonstrate how to analogize the facts and law of one case to the facts of a given legal problem.
02.16 Demonstrate a working knowledge of the legal research system, by writing a short memorandum on a given question of law, and explaining the steps taken in finding the sources and reaching the conclusions.
02.17 Demonstrate the ability to use the uniform system of citing cases, and also the Shepard System of cross referencing cases.

03.0 DEMONSTRATE KNOWLEDGE OF TORT LAW, CONSTITUTIONAL LAW, AND CRIMINAL LAW CONCEPTS AND THEIR APPLICATION TO FACTUAL SITUATIONS--The student will be able to:

03.01 Define the following tort concepts as well as apply the concepts to factual situations:

a. Intentional torts as regards interference with persons
b. Intentional torts as regards interference with Property
c. Defenses to an intentional tort
d. Negligence and the elements of negligence
e. Reasonable man

f. Res Ipsa Loquitur
g. Proximate cause
h. Defenses to negligence actions
i. Strict liability
j. Product liability

03.02 Discuss the United States Constitution in the following areas:

a. The philosophical underpinnings of the Constitution.
b. The structute of the Constitution.
c. The Bill of Rights.
d. The Fourteenth Amendment as regards:

1. Due Process Clause, and substantitive due process as contrasted to procedural due process.
2. Equal Protection Clause.

03.03 Discuss and define terms and concepts of Criminal Law to include:

a. The Theory of Criminal Law. Distinguish the concepts of Malum in se and Malum prohibitum.
b. The evolving nature of criminal law, e.g. the legal definition of a viable human being.
c. Crimes against persons: Types and the elements of each.
d. Crimes against property: Types and the elements of each.
e. Overlapping crimes against the person and against property.
f. The general principles of Criminal Law:

1. Conspiracy
2. Attempt

g. Defenses to Criminal Prosecution.

03.04 Discuss Criminal Procedure. Discuss each stage in a criminal proceeding from investigation to conviction. Discuss post conviction procedures.

04.0 DEMONSTRATE KNOWLEDGE OF ALL PHASES OF TRIAL PRACTICE AND PROCEDURE. DEMONSTRATE KNOWLEDGE OF PRACTICE AND PROCEDURE OF TRIBUNALS BEFORE WHICH THE LEGAL PRAPROFESSIONAL IS AUTHORIZED TO REPRESENT CLIENTS UNDER THE SUPERVISION OF A LICENSED ATTORNEY--The student will be able to:

04.01 Define a variety of terms associated with litigation and trial practice.
04.02 Prepare a complaint form from information given in a simple hypothetical situation.
04.03 Explain the sequence and basic contents of the pleadings.
04.04 List and briefly explain six causes of action in civil cases.
04.05 Explain the basic concept of the Statute of Limitations.
04.06 Discuss the purpose of discovery and how it works.
04.07 Discuss the basic rules of evidence.
04.08 Describe the purpose and contents of a "Fact Trial Brief," and a "Trial Brief on the Law."
04.09 Describe the typical steps in a civil trial from the opening statements through the appeal, if any.

05.0 DEMONSTRATE KNOWLEDGE OF REAL PROPERTY LAW AND ITS APPLICATION TO REAL PROPERTY TRANSACTIONS--The student will be able to:

05.01 Define a variety of terms associated with real estate transactions.
05.02 Discuss some of the important real property concepts.
05.03 Contrast the basic responsibilities of the lawyer and the real estate broker in the conveyance of real property, from the sales or option contract to the recording of the deed.
05.04 Describe the basic requirements of a contract for sale of real property.
05.05 Discuss the purpose of a title search and how the "search" is made.

05.06 Explain how "recording" is accomplished and the importance of recording a deed, mortgage, or other real estate documents.
05.07 List and explain the most common forms of limitations on real property use such as covenants, zoning laws, and land use regulations.
05.08 Briefly explain the various liens and encumbrances that can be placed against real property.
05.09 Describe the steps and procedures in a typical real estate closing.
05.10 Define the types of estates that can be conveyed under Florida law.
05.11 Prepare a closing statement from information given in a hypothetical case.
05.12 Briefly contrast personal property with real property.

06.0 DEMONSTRATE KNOWLEDGE OF ESTATE PLANNING AND PROBATE ADMINISTRATION CONCEPTS AND THEIR APPLICATION TO PROBATE PROCEDURES--The student will be able to:

06.01 Define a variety of terms associated with wills, trusts and probate administration.
06.02 Define a variety of legal concepts.
06.03 Explain the purpose of a will, and how to prove a will.
06.04 Explain the requirements of, and draft, a Simple Will, in accordance with Florida Statutes.
06.05 Explain the requirements of, and draft, a Codicil, in accordance with Florida Statutes.
06.06 Define a simple Inter Vivos, and a Testamentary trust.
06.07 Prepare a simple estate tax return.
06.08 Explain the procedures of Probate in general and in detail in accordance with Florida Statutes.

07.0 DEMONSTRATE KNOWLEDGE OF THE FUNDAMENTAL PRINCIPALS OF THE LAW OF BUSINESS ORGANIZATIONS--The student will be able to:

07.01 Define a variety of terms associated with corporate law.
07.02 Define and state the major advantages and disadvantages of sole proprietorship, general partnership, limited partnership, and corporation (to include the close and professional corporations).
07.03 Discuss the source of powers for the corporation.
07.04 Describe the procedures and steps leading to incorporation, and include in the discussion the pre-incorporation responsibility, selection of the corporate name, the articles of incorporation and by-laws.
07.05 Discuss the rights and duties of the shareholders, the Board of Directors, the Officers, and employees.
07.06 Explain the corporate financial structure.
07.07 Discuss or explain Power of the Board of Directors regarding dividends and other distributions.
07.08 Explain how the corporate structure can be changed and how dissolution of a corporation can be accomplished.
07.09 Contrast the liability of a partner in a partnership with a stockholder in a corporation.
07.10 Discuss the nature of the agency relationship to include the duties and liabilities of the principal, the agent, and third parties.
07.11 Contrast the taxing of a partnership with taxing a corporation (Federal taxes only).
07.12 List what state and local taxes apply to businesses in Florida?

08.0 DEMONSTRATE KNOWLEDGE OF LEGAL FORMS AND ABILITY TO PREPARE LEGAL DOCUMENTS. DEMONSTRATE LEGAL WRITING SKILLS, INCLUDING HOW TO SOLVE LEGAL PROBLEMS BY ANALYZING COMPLEX FACTUAL MATTERS, AND APPLYING APPROPRIATE LEGAL AUTHORITY--The student will be able to:

08.01 Draft an outline of a U.S. Supreme Court opinion.
08.02 Draft a simple appellate brief.
08.03 Draft an office memorandum based on a substantial question of law.
08.04 Draft a pleading stating a civil cause of action, based on facts provided in a hypothetical situation.
08.05 Discuss the purpose and format of the legal memorandum.
08.06 Indicate the progress of statutes and cases via the Shepard Citation System.

08.07 List the Rules of Good Legal Writing.

09.0 DEMONSTRATE KNOWLEDGE OF FUNDAMENTAL PRINCIPLES OF CONTRACT LAW INCLUDING THE UNIFORM COMMERCIAL CODE--The student will be able to:

09.01 Demonstrate knowledge of the elements of a contract.
09.02 Demonstrate knowledge of contract terminology.
09.03 Recognize and identify the differences between void and voidable contracts.
09.04 Demonstrate knowledge of the statute of frauds.
09.05 Demonstrate knowledge of the Parol Evidence Rule.
09.06 Recognize and identify various types of contracts, such as adhesion, bilateral, unilateral, implied, and express.
09.07 Demonstrate ability to prepare a basic contract given a set of facts.
09.08 Demonstrate knowledge of specific performance, breach of contract, and remedies for breach of contract.
09.09 Demonstrate knowledge of 3rd party beneficiary contracts.
09.10 Demonstrate knowledge of requirements for modification of contracts and assignments of contracts.

10.0 DEMONSTRATE KNOWLEDGE OF AND ABILITY TO PERFORM ADVANCED LITIGATION TECHNIQUES AND PROCEDURES--The student will be able to:

10.01 Describe the various types of interviews that a paralegal would conduct.
10.02 State what the paralegal would need to know prior to the interview, and also describe the materials needed in preparation for the interview.
10.03 Describe the techniques for asking questions, and also list the basic points for good listening.
10.04 Describe the form, or format, that the paralegal would use to present the results of the interview to the attorney.
10.05 Describe the purpose of background investigations and analysis.
10.06 List the sources of information for conducting the background investigations.
10.07 Describe how the results of the background investigation and anlysis can be presented to the attorney.
10.08 Describe how evidence/exhibits are organized for trial.
10.09 Discuss the evaluation and use of the evidence.
10.10 Describe the methods of indexing and organizing the material, to include the number of copies to prepare.
10.11 Describe what is meant by pre-trial discovery.
10.12 Define motion practice and give two examples.
10.13 Outline the presentation of the case at trial using hypothetical information.
10.14 Present standard jury instructions for the case in 10.13.
10.15 Define appeals and describe their use.

11.0 DEMONSTRATE KNOWLEDGE OF AND ABILITY TO PERFORM ADVANCED REAL ESTATE AND PROPERTY TRANSACTION PROCEDURES--The student will be able to:

11.01 Define a variety of terms associated with real estate transactions to include: Landlord, lessor, lessee, tenant, sublease, security deposit, grantor, grantee, appurtenance, fixture, "race" statutes, metes and bounds survey, tenants in common, and joint tenants.
11.02 Discuss some of the real property concepts such as: Quit Claim deed, warranty deed leasehold and assignment.
11.03 Draft a sales agreement, from information given in a case.
11.04 Draft a lease, from information given in a case.
11.05 Draft a promissory note, from information given in a case.
11.06 Draft an option contract, from information given in a case.
11.07 Draft an easement.
11.08 From a fictitious situation given, plan and execute a real estate closing.
11.09 Critique a title search, from title insurance, and explain how it is provided to the real estate owner.
11.10 Discuss the agreement for deed and some of the various types of mortgages such as the variable rate mortgage.
11.11 Discuss basic condominium concepts and the condo filing requirements in Florida.

12.0 DEMONSTRATE KNOWLEDGE OF ABILITY TO PREPARE MANAGEMENT TECHNIQUES AND PROCEDURES--The student will be able to:

12.01 Define a variety of terms to include, but not limited to: Delegation, Unity of Command, Planning, Organizing, Controlling, Tickler System, Job Enrichment Activities, Docket Control, and Espirit de Corps.
12.02 Discuss various management concepts to include the following: McGregor's Theory X and Theory Y; Classical Theory versus Human Relations Theory; Maslow's Hiearchy of Needs; and the Scanlon Plan.
12.03 List and contrast three of the most commonly used forms of business utilized by law firms.
12.04 List and briefly discuss six of the recommended techniques for improving the confidence that clients will have in the personnel of the law office.
12.05 Discuss the various aspects of fee setting in the law office to include fixed fees, minimum fees, contingent fees, retainers, payment schedules and billing practice.
12.06 Describe the steps and procedures involved in recruiting and selecting personnel for the law office.
12.07 List and discuss four rules of interviewing.
12.08 Discuss how the duties of the legal secretary differ from those of the legal assistant.
12.09 Describe how client files are opened, maintained and closed.
12.10 Describe the law office staff manual, state who should maintain it, and the recommended contents of the manual.
12.11 Prepare an office layout for an organization given in a hypothetical situation.
12.12 Describe a filing system that would be suitable for a small law office. Include in the discussion how the retrieval of documents would be accomplished.

13.0 DEMONSTRATE KNOWLEDGE OF FAMILY LAW AND PROCEDURE--The student will be able to:

13.01 Define a variety of legal terms such as: cohabitation, common-law marriage, fraud, duress, consummate, shared parental responsibility.
13.02 Define the requirements for a valid marriage in the State of Florida.
13.03 Discuss all aspects of a dissolution of marriage, including dissolution, child custody, child support, alimony, property rights, and modification of these items.
13.04 List the grounds needed to obtain a dissolution of marriage in Florida and an annulment of a marriage.
13.05 Discuss the law in the State of Florida regarding parent and child relationships including infancy and illegitimate children.
13.06 Discuss the law in the State of Florida concerning adoptions, who may adopt, who may be adopted, who's consent is required for the adoption, when the natural parents' rights are terminated, when the adoptive parents' are created, and the effect of an adoption decree.
13.07 Explain the procedure to obtain a change of name.
13.08 Discuss the Uniform Child Custody and Support Act.
13.09 Discuss prenuptial/antenuptial agreements and property settlements.

14.0 DEMONSTRATE KNOWLEDGE OF INTERNAL REVENUE CODE AND PRINCIPLES INVOLVED IN PREPARING BASIC TAX FORMS--The student will be able to:

14.01 Define a variety of terms relating to taxation to include the following: Adjusted basis, adjusted gross income, amount realized, basis, depreciation, fair market value, gift, personal expenses, prizes and awards, realized gain or loss, recognized gain or loss, and zero bracket amount.
14.02 Explain various taxation concepts to include the following: Gross income, along with an explanation of the most common inclusions and exclusions; assignment of income, to include how different barckets may affect a single family; tax litigation procedures, to include strategy of where to start case and where appeals are most effective; deductions; and gain.
14.03 Prepare income tax submissions on a Form 1040, a 1040A and a 1040EZ for a simple tax case/problem.

14.04 Demonstrate the ability to use the U.S. Tax Code.
14.05 Discuss the tax consequences of marriage, divorce, death, and business organizations.

15.0 DEMONSTRATE KNOWLEDGE OF EMPLOYABILITY SKILLS--The student will be able to:

15.01 Conduct a job search.
15.02 Secure information about a job.
15.03 Identify documents that may be required when applying for a job.
15.04 Complete a job application.
15.05 Demonstrate competence in job interview techniques.
15.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
15.07 Identify acceptable work habits.
15.08 Demonstrate knowledge of how to make job changes appropriately.
15.09 Demonstrate acceptable employee health habits.

16.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP--The student will be able to:

16.01 Define entrepreneurship.
16.02 Describe the importance of entrepreneurship to the American economy.
16.03 List the advantages and disadvantages of business ownership.
16.04 Identify the risks involved in ownership of a business.
16.05 Identify the necessary personal characteristics of a successful entrepreneur.
16.06 Identify the business skills needed to operate a small business efficently and effectively.

CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Library Assisting

CODE NUMBER: Secondary _____ Postsecondary LAV0990

Florida CIP PS25.030100

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other __30, 31__

CERTIFICATION COVERAGE: MEDIA SPEC 6 TEC HU SVR 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as a library assistant (40063000), library technical assistant (100.367-018), bibliographer (100.367-010), classifer (100.367-014) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, principles of the library profession, coding systems, library procedures, acquisition and circulation techniques, processing print and nonprint materials, audio-visual equipment and production of nonprint materials, library management, computer applications, general psychology, employability skills, leadership and human relations skills, and health and safety, including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and library activities are an integral part of this program.

III. SPECIAL NOTE: The cooperative method of instruction may be utilized for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills and tasks relevant to the occupation the student has chosen as a career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 7.0, Language 8.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge of cataloging classification systems.
02. Perform circulation procedures both automated and manual.
03. Assist in preparation of nonprint materials.
04. Use clerical skills.
05. Demonstrate knowledge of libraries (types, terminology).
06. Perform routine maintenance and simple repairs on audio visual equipment and print and nonprint materials.
07. Use acceptable psychology in dealing with people.
08. Describe the uses and operation of audio visual equipment.
09. Process new materials.
10. Demonstrate employability skills.
11. Prepare bulletin boards and promotional materials for the library.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: _____

PROGRAM TITLE: Library Assisting POSTSECONDARY NUMBER: LAV0390

01.0 DEMONSTRATE KNOWLEDGE OF CATALOGING AND CLASSIFICATION SYSTEMS--The student will be able to:

- 01.01 Demonstrate knowledge of dewey decimal system.
- 01.02 Demonstrate knowledge of library of congress classification system.
- 01.03 Use card catalog.
- 01.04 Use (automated) comupter catalog system.

02.0 PERFORM CIRCULATION PROCEDURES AUTOMATED AND MANUAL--The student will be able to:

- 02.01 Register patrons.
- 02.02 Identify print and (non print) materials.
- 02.03 Check in and check out materials, print and (non print).
- 02.04 Demonstrate knowledge of record keeping procedures.
- 02.05 Demonstrate ability to use an automated circulation system.
- 02.06 Demonstrate knowledge of circulation policies and process overdue notices.
- 02.07 Demonstrate knowledge of bookeeping procedures related to lost/overdue materials.
- 02.08 Shelve returned materials.
- 02.09 Demonstrate knowledge of inventory procedures for equipment and materials.
- 02.10 Compile circulation statistics.
- 02.11 Process magazines and maintain magazine file.

03.0 ASSIST IN PREPARATION OF AV MATERIALS--The student will be able to:

- 03.01 Duplicate audio and video tapes.
- 03.02 Dry mount and laminate materials.
- 03.03 Make transparencies.
- 03.04 Transpose media from one format to another.
- 03.05 Use camera equipment-35mm.
- 03.06 Use video camera.
- 03.07 Operate and use closed circuit television equipment.
- 03.08 Identify by name and describe characteristics of the equipment and materials used for television production.
- 03.09 Identify by name and describe characteristics of the materials used for audio recording and copying.
- 03.10 Maintain a clean and well organized production area.

04.0 USE CLERICAL SKILLS--The student will be able to:

- 04.01 File by ALA filing rules: catalog cards, shelf list cards.
- 04.02 Type 30 words per minute (keyboard).
- 04.03 Handle routine correspondence.
- 04.04 Fill out requisitions for supplies, materials, equipment, LC cards.
- 04.05 Type catalog cards, book labels, book cards, pockets.
- 04.06 Stamp materials, add labels.
- 04.07 Maintain an additions and withdrawal book.

05.0 DEMONSTRATE KNOWLEDGE OF LIBRARIES (TYPES, TERMINOLOGY)--The student will be able to:

- 05.01 List the types of libraries.
- 05.02 Use library terminology.
- 05.03 Discuss ethics, philosophy, and (copy right).
- 05.04 State what resources are available in the different types of libraries.
- 05.05 Define networking and inter library loan systems.

06.0 PERFORM ROUTINE MAINTENANCE AND SIMPLE REPAIRS ON AUDIO VISUAL EQUIPMENT AND PRINT AND NONPRINT MATERIALS--The student will be able to:

- 06.01 Repair damaged books.
- 06.02 Repair damaged nonprint material (filmstrip, audio tape).
- 06.03 Clean audio visual equipment and perform routine maintenance.

06.04 Replace projection lamps.
06.05 Use reference manuals and tools related to different areas of library.
06.06 Replace electrical cords, screws, etc.
06.07 Clean head of video and audio recorders.
06.09 Replace phonograph cartridges.

07.0 USE ACCEPTABLE PSYCHOLOGY IN DEALING WITH PEOPLE--The student will be able to:

07.01 Control disruptive patrons.
07.02 Use acceptable telephone manners and techniques.
07.03 Demonstrate courtesy in dealing with patrons, remain objective, control biases.
07.04 Deal tactfully with all patrons including - disadvantaged, handicapped, speakers of foreign languages and people with different customs.
07.05 Assist patrons in using the library as a resource.
07.06 Maintain a pleasant physical environment for patrons.

08.0 DESCRIBE THE USES AND OPERATION OF AUDIO VISUAL EQUIPMENT--The student will be able to:

08.01 Operate projectors: film strip, 16 millimeter, 8mm loop, opaque, overhead, slide.
08.02 Operate video equipment T.V. monitors, video cassette recorders, camera, video projector.
08.03 Operate photographic equipment: cameras, visual maker.
08.04 Operate phonographic equipment and accessories: record player, cassette tape, reel to reel recorders, sound systems, listening stations and language master.
08.05 Operate dry mount press/laminator.
08.06 Set up tripod screen.
08.07 Operate microfilm reader/printer.
08.08 Operate computers.

09.0 PROCESS NEW MATERIALS--The student will be able to:

09.01 Check off purchase order.
09.02 Determine appropriate area (section) of library for received materials.
09.03 Pull on-order cards, note special instructions.
09.04 Verify in card catalog.
09.05 Stamp books.
09.06 Classify, assign subject headings, note cost, source, publisher date.
09.07 Prepare the material for automated or manual check out (insert typed pocket and label cards).
09.08 Accession the material.
09.09 Media Specialist check: security label, glue pocket, spine label, special section label, jacket cover, barcode label.
09.10 Shelve material.

10.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

10.01 Conduct a job search.
10.02 Secure information about a job.
10.03 Identify documents that may be required when applying for a job.
10.04 Complete a job application.
10.05 Demonstrate competence in job interview techniques.
10.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
10.07 Identify acceptable work habits.
10.08 Demonstrate knowledge of how to make job changes appropriately.
10.09 Demonstrate acceptable employee health habits.

11.0 PREPARE BULLETIN BOARDS AND PROMOTIONAL MATERIALS FOR THE LIBRARY: The student will be able to:

11.01 Demonstrate knowledge of art form, spacing, and effective use of color.
11.02 Select non controversial materials for posting.
11.03 Observe spelling, grammar and punctuation rules.
11.04 Cut stencils, letters.
11.05 Use opaque projector.

CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Private Security Guard

CODE NUMBER: Secondary _____ Postsecondary CJD0994

Florida CIP PS43.010900

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: LAW ENF 7 PUB SERV @7 PCE OFF TR @7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students as entry level security officers and for occupations that require security licensing in accordance with Florida Statute 493, such as doorkeepers (70100601), security checkers (70100605), and private security guards (371.667-034). This program also provides supplemental training for persons previously or currently employed in these occupations, and meets the requirements for issuance of a class "G" Statewide Gun Permit.

The content includes, but is not limited to, criminal and civil law, security officer duties, patrol techniques, traffic control, loss prevention, investigation procedures, corporate and business security concerns, defensive tactics, first responder techniques, interpersonal skills, security duties in special circumstances, employability skills, and firearms.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Through hands-on activities, the student will gain experience in apprehension and search of violators, maintenance and care of weapons and equipment, firearms qualification, inspection of vehicles, investigating incidents, patrol techniques, and defensive tactics. To accomplish these goals mock scenes and activities should be incorporated into the laboratory activities.

On the firing range, the Criminal Justice Standards and Training Commission Policy Manual states that the teacher/student ratio must be no more than 1:8. The Commission is revising curriculum at present and the new policy will probably be 1:6.

III. SPECIAL NOTE: The American Society for Industrial Security is an appropriate organization for membership of the students. The organization develops leadership through workshop and educational programs, plus continuous updating on safety and security material.

There are special requirements for employment as a security guard in a nuclear generating plant, hospitals, banks, retail stores, and others.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The minimum length of this program for the average achieving student is 40 hours as required by Florida Statute.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Discuss criminal and civil law.
02. Perform basic duties of security officers.
03. Demonstrate various patrol techniques.

04. Control traffics.
05. Identify and detain offenders.
06. Conduct a preliminary investigation.
07. Identify corporate and business security concerns.
08. Use defensive tactics.
09. Apply first responder techniques.
10. Demonstrate interpersonal skills.
11. Conduct security duties in special circumstances.
12. Demonstrate employability skills.
13. Use firearms in accordance with regulations set by Criminal Justice Standards and Training Commission.
14. Demonstrate an understanding of entrepreneurship.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: _____

PROGRAM TITLE: Private Security Guard POSTSECONDARY NUMBER: CJD0994

01.0 DISCUSS CRIMINAL AND CIVIL LAW--The student will be able to:

- 01.01 Identify constitutional laws and rights.
- 01.02 Identify criminal laws and procedures.
- 01.03 Discuss criminal and civil liability.
- 01.04 Discuss laws of evidence.
- 01.05 Explain search and seizures.
- 01.06 Discuss admissions and confessions.
- 01.07 Explain court rules and procedures.

02.0 PERFORM BASIC DUTIES OF SECURITY OFFICERS--The student will be able to:

- 02.01 Identify industrial and business security including the types of security functions.
- 02.02 Identify security officer duties.
- 02.03 Detect and report security hazards.
- 02.04 Explain and test instrusion detection systems.
- 02.05 Perform perimeter control.
- 02.06 Perform access and egress control.
- 02.07 Search individuals.
- 02.08 Search for unauthorized materials.
- 02.09 Secure housing areas.
- 02.10 Coordinate security guard function with functions of another agency.

03.0 DEMONSTRATE VARIOUS PATROL TECHNIQUES--The student will be able to:

- 03.01 Explain and demonstrate observation techniques.
- 03.02 Patrol area on foot.
- 03.03 Patrol area in vehicle.
- 03.04 Make on-the-spot corrections of minor violations.
- 03.05 Use the telephone and mobile radio.

04.0 CONTROL TRAFFICS--The student will be able to:

- 04.01 Identify state and corporate traffic enforcement regulations.
- 04.02 Identify traffic violations.
- 04.03 Control spectator traffic at special events.
- 04.04 Assist motorists using various methods.
- 04.05 Control traffics.

05.0 IDENTIFY AND DETAIN OFFENDERS--The student will be able to:

- 05.01 Identify methods of loss and loss prevention.
- 05.02 Iventory merchandise during unloading.
- 05.03 Identify discrepancy between purchase order and actual delivery.
- 05.04 Identify discrepancy between cash register receipts and actual cash on hand.
- 05.05 Identify external theft.
- 05.06 Identify internal theft.
- 05.07 Detain offenders.

06.0 CONDUCT A PRELIMINARY INVESTIGATION--The student will be able to:

- 06.01 Describe investigation techniques and procedures.
- 06.02 Identify methods of undercover investigations.
- 06.03 Investigate minor offenses or incidents.
- 06.04 Investigate reported disturbances.
- 06.05 Conduct surveillance.
- 06.06 Identify basic principles and procedures of traffic accident investigations.
- 06.07 Reconstruct the accident.
- 06.08 Guard scene of accident or incident.
- 06.09 Apprehend and guard suspect at scene.
- 06.10 Identify and photograph evidence.
- 06.11 Record initial observations.
- 06.12 Conduct interviews with witnesses and suspect.
- 06.13 Conduct interrogations with suspect.
- 06.14 Report and testify as to actions and observations.
- 06.15 Write incident and accident reports.

07.0 IDENTIFY CORPORATE AND BUSINESS SECURITY CONCERNS--The student will be able to:

07.01 Identify security concerns of banks, airports, hospitals, restaurants and hotels, and campuses.
07.02 Discuss industrial espionage.

08.0 USE DEFENSIVE TACTICS--The student will be able to:

08.01 Discuss liability in using defensive tactics.
08.02 Use unarmed defensive tactics.
08.03 Use impact instruments such as baton.
08.04 Handcuff suspects.

09.0 APPLY FIRST RESPONDER TECHNIQUES--The student will be able to:

09.01 Identify health hazard and unsafe conditions.
09.02 Demonstrate triage technique.
09.03 Apply first responder techniques.
09.04 Apply CPR technique.

10.0 DEMONSTRATE INTERPERSONAL SKILLS--The student will be able to:

10.01 Identify theories and methods of human relations.
10.02 Demonstrate crisis intervention techniques by deescalating conflict and level of emotional impact.
10.03 Cooperate with local law enforcement agencies and personnel.

11.0 CONDUCT SECURITY DUTIES IN SPECIAL CIRCUMSTANCES--The student will be able to:

11.01 Identify various emergency plans for special circumstances.
11.02 Explain civil disturbances and protect property and people during disturbance.
11.03 Identify disaster control procedures and guard destroyed areas to prevent looting.
11.04 Identify methods of fire prevention, notify fire department and control fire.
11.05 Identify bomb threats and conduct a bomb search.
11.06 Assist in evacuation in case of bomb threat or fire.
11.07 Identify threats of terrorism and methods of counter terrorism, and protect targeted people and property.
11.08 Use appropriate weapons and tactics in special circumstances.
11.09 Explain principles of executive protection, and create a protective circle.

12.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

12.01 Conduct a job search.
12.02 Secure information about a job.
12.03 Identify documents that may be required when applying for a job.
12.04 Complete a job application.
12.05 Demonstrate competence in job interview techniques.
12.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
12.07 Identify acceptable work habits.
12.08 Demonstrate knowledge of how to make job changes appropriately.
12.09 Demonstrate acceptable employee health habits.

13.0 USE FIREARMS IN ACCORDANCE WITH REGULATIONS SET BY CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION--The student will be able to:

13.01 Discuss the legal aspects of firearms; explain effects and liabilities of use of force.
13.02 Define reasonable force and deadly force.
13.03 Use firearms in accordance with regulations set by Criminal Justice Standards and Training Commission.
13.04 Demonstrate proficiency in weapon use.

14.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP--The student will be able to:

14.01 Define entrepreneurship.
14.02 Describe the importance of entrepreneurship to the American economy.
14.03 List the advantages and disadvantages of business ownership.

14.04 Identify the risks involved in ownership of a business.
14.05 Identify the necessary personal characteristics of a successful entrepreneur.
14.06 Identify the business skills needed to operate a small business efficiently and effectively.

CURRICULUM FRAMEWORK — PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Public Administration Technology

CODE NUMBER: Secondary _____ Postsecondary PAD0090

Florida CIP PS44.040100

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: PUB SER @7 PUB ADM 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as city planning aides (199.364-010), county administrative aides, public administration technicians, personnel services managers (166.167-018) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, personnel administration, governmental organizations, law and legal aspects of public administration; regulations, public works administration, law enforcement administration, fiscal management, computer applications, principles of accounting, employability skills, leadership and human relations skills, and health and safety including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory activities are an appropriate component of this program. The internship method of instruction may be used, as well as appreciceship method.

III. SPECIAL NOTE: The cooperative method of instruction may be utilized for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills and tasks relevant to the occupation the student has chosen as a career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Describe the organizational structure and management controls of a city, a county, a state.
02. Discuss the needs of the health department.
03. Describe the legislative processes of a city, county, and state.
04. Demonstrate knowledge of the tax base and structure.
05. Discuss planning versus crisis management.
06. State the mission of each public agency.
07. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: _____

PROGRAM TITLE: Public Administration Technology — POSTSECONDARY NUMBER: PAD0090

01.0 DESCRIBE THE ORGANIZATIONAL STRUCTURE AND MANAGEMENT CONTROLS OF A CITY, A COUNTY, A STATE--The student will be able to:

- 01.01 Describe the three primary governing bodies of state government.
- 01.02 Identify and describe several major forms of city and/or county governments.
- 01.03 Describe the form of his/her city and county governments.
- 01.04 Identify the major elected and appointed officials of his/her city, county, and state and their respective roles.
- 01.05 Identify the means by which elected, appointed and public employees are selected.
- 01.06 Identify a selected number of career jobs related to city, county and state governments.
- 01.07 Identify and describe the services offered by city, county, and state governments.

02.0 DISCUSS THE NEEDS OF THE HEALTH DEPARTMENT--The student will be able to:

- 02.01 Demonstrate knowledge of solutions to air, water and food pollution.
- 02.02 Demonstrate knowledge of the health department's role in contagious disease control.
- 02.03 Describe model medical facilities and free clinics administered by health departments.

03.0 DESCRIBE THE LEGISLATIVE PROCESSES OF A CITY, COUNTY, AND STATE--The student will be able to:

- 03.01 Discuss the difference between unicameral and bicameral legislatures.
- 03.02 Discuss the requirements of legislators.
- 03.03 Discuss legislator's responsibilities.
- 03.04 Discuss ways in which the public can influence laws.
- 03.05 Discuss the content and purpose of state and local constitutions.

04.0 DEMONSTRATE KNOWLEDGE OF THE TAX BASE AND STRUCTURE--The student will be able to:

- 04.01 Discuss state, county, and city real, property and sales taxes.
- 04.02 Discuss engineering, permit, filing, licensure, motor vehicle, liquor, trailer and tobacco fees and taxes.
- 04.03 Discuss, franchise, gas and inheritance taxes.
- 04.04 Discuss special assessments levied to pay costs of improvements.
- 04.05 Discuss service charges and court fines as a source of revenue.
- 04.06 Discuss federal aid to states through grants-in-aid and revenue sharing.
- 04.07 Discuss methods of tax collection.

05.0 DISCUSS PLANNING VERSUS CRISIS MANAGEMENT--The student will be able to:

- 05.01 Discuss how crisis management subverts rather than deals with multi-dimensional problems.
- 05.02 Discuss how long range planning may threaten vested power interests.
- 05.03 Discuss how coordination between agencies can improve trust and, in turn, planning.
- 05.04 Describe how crisis management at the top can lead to destructive handling of field problems.
- 05.05 Discuss how through long range planning a bureacracy is better able to respond innovatively to system-wide problems.
- 05.06 Discuss the importance of dynamic organizational planning.

06.0 STATE THE MISSION OF EACH PUBLIC AGENCY--The student will be able to:

- 06.01 Discuss the transportation department's role in safety, highway management, aeronautics and waterway management.

06.02 Discuss health and welfare agencies' roles in domestic relations, veterans' benefits, the establishment of food and drug standards, and communicable disease control.
06.03 Discuss the role of public protection agencies in civil defense, law enforcement, fire prevention, safety, prisons, and courts.
06.04 Discuss the role of natural resource management in the maintenance of agriculture, forestry, parks, environment, and conservation.
06.05 Discuss the role of regulatory agencies in management of labor, banking, commerce, insurance, liquor, and public utilities.
06.06 Discuss the responsibilities of educational agencies in maintaining facilities, personnel, transportation and curriculum.
06.07 Discuss the role of planning and development agencies in managing resources, urban renewal, training and employment of the government's labor force.

07.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

07.01 Conduct a job search.
07.02 Secure information about a job.
07.03 Identify documents that may be required when applying for a job.
07.04 Complete a job application.
07.05 Demonstrate competence in job interview techniques.
07.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
07.07 Identify acceptable work habits.
07.08 Demonstrate knowledge of how to make job changes appropriately.
07.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Public Safety Telecommunication

CODE NUMBER: Secondary _____ Postsecondary PSV0990

Florida CIP PS09.010100

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: LAW ENF 7 FIRE FIGHT 7 CORR OFF 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as radio dispatchers (10141000), dispatchers, police, fire, ambulance (40061803), switchboard operators (40066201) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, ethics and the role of the telecommunicator; standard telecommunication operating procedures; relationship to field personnel; understanding of command levels; typical layouts of message centers; use of performance aids; overview of emergency agencies; functions and terminology; use of correct words and grammer; communications equipment; functions, and terminology; types of telecommunication equipment; malfunctions and maintenance agreements; proper and correct telephone and dispatching procedures and techniques; cooperation and reciprocal agreements with other agencies; federal, state, and local communication rules; emergency situations and operating procedures; employability skills; leadership and human relations skills; and health and safety including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: The program objectives and outcomes will be enhanced if the student has the opportunity to achieve actual experience in utilization of some telecommunications equipment such as telephone, teletype and radio dispatch console.

III. SPECIAL NOTE: Institutions offering this type of program are encouraged to build a communications training simulator and incorporate same into their program content.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 8.0, Language 11.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 150 hours.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Describe and demonstrate professional ethics and the role of telecommunicator.
02. Describe and operate communication hardware and equipment.
03. Perform operational skills.
04. Demonstrate communication skills.
05. Demonstrate human relations and leadership skills.
06. Describe Florida criminal law and its application to telecommunication operation.
07. Handle stress as related to job.
08. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: _____

PROGRAM TITLE: Public Safety Telecommunication | POSTSECONDARY NUMBER: PSV0990

01.0 DESCRIBE AND DEMONSTRATE PROFESSIONAL ETHICS AND THE ROLE OF TELECOMMUNICATOR--The student will be able to:

- 01.01 Describe professional ethics and moral responsibilities of telecommunicator to the public.
- 01.02 Demonstrate professional behavior.

02.0 DESCRIBE AND OPERATE COMMUNICATION HARDWARE AND EQUIPMENT--The student will be able to:

- 02.01 Describe typical layouts of communication centers.
- 02.02 Identify communication equipment functions and terminology.
- 02.03 Describe function of computer-aided dispatch and 911.
- 02.04 Explain functions of Florida Communication Information Center (FCIC) and National Communication Information Center (NCIC).
- 02.05 Operate telephone and radio equipment.
- 02.06 Operate 911 equipment.
- 02.07 Operate dispatch console.
- 02.08 Operate computer terminal.

03.0 PERFORM OPERATIONAL SKILLS--The student will be able to:

- 03.01 Identify formats in FCIC and NCIC.
- 03.02 Obtain information for dispatch.
- 03.03 Organize information.
- 03.04 Compile information on proper forms, logs, and files.
- 03.05 Disseminate information from FCIC and NCIC.
- 03.06 Use proper performance aids and resources.
- 03.07 Follow standard procedures in emergency and normal dispatch.
- 03.08 Adhere to federal, state, and local laws when dispensing information.

04.0 DEMONSTRATE COMMUNICATION SKILLS--The student will be able to:

- 04.01 Use calm and controlled voice on radio and phone.
- 04.02 Use telephone courtesy.
- 04.03 Dispatch and talk on phone simultaneously.
- 04.04 Calm potential emergencies.
- 04.05 Make an acceptable conclusion in routine situations.
- 04.06 Perceive situations as they really are.
- 04.07 Use proper pronunciation.

05.0 DEMONSTRATE HUMAN RELATIONS AND LEADERSHIP SKILLS--The student will be able to:

- 05.01 Give and follow instructions.
- 05.02 Handle emotional people in calls.
- 05.03 Control personal feelings.
- 05.04 Follow chain of command.
- 05.05 Lead other party to positive outcome by taking charge of situation.
- 05.06 Make decision and assist other in decision making.

06.0 DESCRIBE FLORIDA CRIMINAL LAW AND ITS APPLICATION TO TELECOMMUNICATION OPERATION--The student will be able to:

- 06.01 Describe Florida criminal law.
- 06.02 Explain how the criminal law affects and applies to the operation of telecommunication.
- 06.03 Classify the calls using the proper legal terms.
- 06.04 Determine the intensity of the call.
- 06.05 Determine if a crime has been committed.
- 06.06 Refer the caller to proper social agency if crime is not involved.

07.0 HANDLE STRESS AS RELATED TO JOB--The student will be able to:

- 07.01 Identify when symptoms of stress begin.
- 07.02 Identify results of stress.

07.03 Avoid stressful situations.
07.04 React to stressful situations.
07.05 Perform activities to relieve stress.

08.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

08.01 Conduct a job search.
08.02 Secure information about a job.
08.03 Identify documents that may be required when applying for a job.
08.04 Complete a job application.
08.05 Demonstrate competence in job interview techniques.
08.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
08.07 Identify acceptable work habits.
08.08 Demonstrate knowledge of how to make job changes appropriately.
08.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

COURSE TITLE: Public Service Cooperative Education - OJT

CODE NUMBER: Secondary 8900410 Postsecondary COE0994

Florida CIP PS43.9999CP

SECONDARY SCHOOL CREDITS Multiple COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 10-12, 30, 31

CERTIFICATION COVERAGE: Any Public Service Ed

I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to provide the on-the-job training component when the cooperative method of instruction is used to prepare students for employment in public service occupations. On-the-job experiences are provided as a part of a job preparatory program which will develop occupational competencies required for employment in the occupation chosen by the student as a career choice or to provide experiences that further develop the competencies acquired by the student in an in-school job preparatory program.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs occurs through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: A work station is provided as required to support the on-the-job training activities of the student.

III. SPECIAL NOTE: The Public Service Students of America is the appropriate vocational student organization for providing leadership training experiences and for reinforcing specific vocational skills. When provided, these activities are considered an integral part of this instructional course.

For the on-the-job training component, the following is required for each student: a training plan, signed by the student, teacher and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a work station which reflects equipment, skills and tasks which are relevant to the occupation which the student has chosen as a career goal. The student must receive compensation for work performed. The teacher/coordinator must visit each job site a minimum of once during each grading period for the purpose of evaluating the student's progress in attaining the competencies listed in the training plan.

The Cooperative - OJT course may be taken by a student for one or more semesters. A student may earn multiple credits in this course. The specific student performance standards which the student must achieve to earn credit must be specified in the OJT training plan.

IV. INTENDED OUTCOMES: After successfully completing this course, the student will be able to:

01. Perform designated job skills.
02. Demonstrate work ethics.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: 8900410

COURSE TITLE: Public Service Cooperative Education - OJT | POSTSECONDARY NUMBER: COE0994

01.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:

- 01.01 Perform tasks as outlined in the training plan.
- 01.02 Demonstrate job performance skills.
- 01.03 Demonstrate safety procedures on the job.
- 01.04 Maintain appropriate records.
- 01.05 Attain an acceptable level of productivity.
- 01.06 Demonstrate appropriate dress and grooming habits.
- 01.07 Recognize limits of authority and responsibility.
- 01.08 Identify rights and responsibilities.
- 01.09 Identify legal ramifications of actions/inactions in the job area.
- 01.10 Recognize and value time.
- 01.11 Recognize and value accuracy.

02.0 DEMONSTRATE WORK ETHICS--The student will be able to:

- 02.01 Follow directions.
- 02.02 Demonstrate good human relations skills on the job.
- 02.03 Demonstrate good work habits.
- 02.04 Demonstrate acceptable business ethics.

CURRICULUM FRAMEWORK | PROGRAM AREA: Health Occupations

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Public Service Education Directed Study

CODE NUMBER: Secondary 8900100 | Postsecondary _____

Florida CIP PS43.999910

SECONDARY SCHOOL CREDITS M | COLLEGE CREDITS _____ | POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational _____ Other 11-12, 30, 31

CERTIFICATION COVERAGE: ANY VOCATIONAL COVERAGE SPECIFIC TO THE PROGRAM OF STUDY

I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to provide students with additional competencies in a Public Service Education program that will enhance their opportunities for employment in the occupation chosen by the student.

The content is prescribed by the instructor based upon the individual student's assessed needs for directed study.

II. LABORATORY ACTIVITIES: A work station is provided as required to support the training activities of the student.

III. SPECIAL NOTE: The Public Service Students of America is an appropriate vocational student organization for providing leadership training experiences and reinforcing specific vocational skills. When provided, these activities are considered an integral part of this instructional program.

This course may be taken only by a student who has completed or is currently completing all of the courses prescribed in the Course Code Directory for a specific secondary job preparatory program and needs additional study in this program. A student may earn multiple credits in this course.

Listed below are criteria for selection of students for continuance in a specific public service education program:

1. Student consistently makes D's on written and performance tests covering technical information and performance which is given to all students in the program.
2. Student's rate of absence continually reflects the maximum allowed by local school board policy.
3. Student regularly does not meet deadlines for work assigned or does not exhibit a willingness to be punctual.

The specific student performance standards which the student must master to earn credit must be outlined in an instructional plan developed by the instructor.

The student enrolled in this course must be reported using the Course Code Directory program number for the specific job preparatory program in which the student is continuing.

IV. INTENDED OUTCOMES: After successfully completing this course, the student will be able to:

01. Perform designated job skills.
02. Demonstrate a knowledge of the basic skills in mathematics and language appropriate for the chosen occupation.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service | SECONDARY NUMBER: 8900100

COURSE TITLE: Public Service Education Directed Study | POSTSECONDARY NUMBER: _____

01.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:

- 01.01 Demonstrate job performance skills.
- 01.02 Follow prescribed safety procedures.
- 01.03 Display increasingly higher levels of productivity.

02.0 DEMONSTRATE A KNOWLEDGE OF THE BASIC SKILLS IN MATHEMATICS AND LANGUAGE APPROPRIATE FOR THE CHOSEN OCCUPATION--The student will be able to:

- 02.01 Use addition, subtraction, multiplication, and division to solve problems encountered in the chosen occupation.
- 02.02 Read, understand, and find information relative to the chosen occupation.
- 02.03 Write logical and grammatically correct statements and reports with correct spelling appropriate for the chosen occupation.

CURRICULUM FRAMEWORK — PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION — EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Recreation Technology

CODE NUMBER: Secondary _____ Postsecondary LEI0990

Florida CIP PS36.019901

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: TEC HU SVR 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as recreation leaders (195.227-014), recreation supervisors (187.137-010), group recreation workers (10243201), or recreation facility attendants (70080401) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, history, philosophy, and scope of recreation; techniques of community organization and the interrelatedness of special agencies and institutions; team sports; social recreation and music recreation; indoor and outdoor sports; recreation organization, supervision, and planning; general psychology; group dynamics; employability skills; leadership and human relations skills; and health and safety, including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and field activities are essential for this program. Access to sports facilities and equipment is required.

III. SPECIAL NOTE: Clinical practicums in several recreation areas, both indoor and outdoor, are effective teaching/learning strategies.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 8.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Teach individuals and groups to participate in sports, including golf, badminton, bowling, archery, and tennis.
02. Organize large group activities such as basketball, football, volleyball, track and softball.
03. Lead group activities in a social setting.
04. Recognize broad needs of special groups of handicapped and adapt, modify, or design special activities for them.
05. Demonstrate knowledge of outdoor recreation conservation, organized camping, outdoor education, and camp craft skills.
06. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: _____

PROGRAM TITLE: Recreation Technology — POSTSECONDARY NUMBER: LEI0990

01.0 TEACH INDIVIDUALS AND GROUPS TO PARTICIPATE IN SPORTS, INCLUDING GOLF, BADMINTON, BOWLING, ARCHERY, AND TENNIS--The student will be able to:

- 01.01 Design programs, services, and strategies to educate the public for leisure.
- 01.02 Use library resources for recreation and leisure information.
- 01.03 Discuss the philosophical, social, and behavioral foundations of leisure.
- 01.04 Display knowledge of rules of golf, badminton, bowling, archery, and tennis.
- 01.05 Use basic terminology of the sports identified in 01.04, define each word.
- 01.06 Prepare a plan for a tournament for each of the sports identified in 01.04.
- 01.07 Organize a golf tournament for 10 participants identifying playoffs for place.
- 01.08 Organize a tennis doubles tournament for 6 teams.
- 01.09 Conduct classroom instruction to teach rules of each game to interested participants.
- 01.10 Use standard teaching methods including demonstration, practice and observation.
- 01.11 Teach safety precautions for all age groups.
- 01.12 List publicity and public relations activities.

02.0 ORGANIZE LARGE GROUP ACTIVITIES SUCH AS BASKETBALL, FOOTBALL, VOLLEYBALL, TRACK AND SOFTBALL--The student will be able to:

- 02.01 Prepare an itinerary which includes site selection and transportation plans for each group member.
- 02.02 Discuss "contingency" plans for transportation.
- 02.03 Organize a special olympics basketball game.
- 02.04 Plan a track meet: select players and location.
- 02.05 Discuss the history of team sports and trace components back to ancient Greece.
- 02.06 Discuss the development of leisure activities and tell how these activities meet the needs of individuals in todays society.
- 02.07 Explain the term "sports medicine" and list the major concepts.
- 02.08 Organize a jazzercise session for 25 persons in an adult group.

03.0 LEAD GROUP ACTIVITIES IN A SOCIAL SETTING--The student will be able to:

- 03.01 Define group dynamics theory and give examples of application of theory.
- 03.02 Discuss the benefits of group activities.
- 03.03 Organize a bridge (card) party for four tables.
- 03.04 Lead a sing-a-long group.
- 03.05 Select a site and organize a club picnic giving a contingency plan.
- 03.06 Decide upon appropriate games, nature hikes, or other amusement for the club members using member participation in the planning decisions.
- 03.07 Prepare a national park recreation director's job description listing the group activities that must be planned for, organized and implemented, making certain to include all necessary safety precautions.
- 03.08 Design a dramatic sketch and role play it.
- 03.09 Keep records and reports including participant evaluations.

04.0 RECOGNIZE BROAD NEEDS OF SPECIAL GROUPS OF HANDICAPPED AND ADAPT, MODIFY, OR DESIGN SPECIAL ACTIVITIES FOR THEM--The student will be able to:

- 04.01 Visit a children's hospital such as the Harry Anna Hospital for crippled children and identify the social, recreational and physical therapy needs of this group of individuals.
- 04.02 Organize a swim competition for the patients.
- 04.03 Visit the school classroom at Harry Anna and list the teaching modifications for each individual student.

04.04 Organize a special olympics meet for the Sunland residents at Marianna.
04.05 Organize a shuffleboard meet for the residents at Florida Manor Nursing Home.
04.06 Describe the aging process and explain the implications for planning, organizing and delivering leisure services for mature adults.
04.07 Assess leisure needs, interests, and desires of the different age groups including the disabled.
04.08 List the anatomical terms associated with disabilities and describe the altered physiology for each term.
04.09 List the voluntary organizations which serve the recreational needs of society, including the handicapped and disabled.

05.0 DEMONSTRATE KNOWLEDGE OF OUTDOOR RECREATION, CONSERVATION, ORGANIZED CAMPING, OUTDOOR EDUCATION, AND CAMP CRAFT SKILLS--The student will be able to:

05.01 Select an appropriate site for a camping expedition for a senior citizen group.
05.02 Select an appropriate camp site for a scout troup.
05.03 List the outdoor recreations for the following age groups: preeschool, ages 6-12, teen ages, young adults, mature adults.
05.04 List the hazards which are common to Florida outdoors.
05.05 List the first aid equipment needed for each of the outdoor recreational activities listed in 05.03.
05.06 List the conservation techniques appropriate to 05.03.
05.07 List the activities for which the municipal recreation supervisor is responsible.
05.08 Describe camp crafts, nature education and water sports and list the safety factors for each.

06.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

06.01 Conduct a job search.
06.02 Secure information about a job.
06.03 Identify documents that may be required when applying for a job.
06.04 Complete a job application.
06.05 Demonstrate competence in job interview techniques.
06.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
06.07 Identify acceptable work habits.
06.08 Demonstrate knowledge of how to make job changes appropriately.
06.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Social Services Technology

CODE NUMBER: Secondary _____ Postsecondary HUS0095

Florida CIP PS44.070100

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: TEC HU SVR 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as welfare investigators (10243404), community organization workers (10243405), eligibility workers; welfare (40061000), service aides (70083000), welfare social workers (195.107-034), welfare directors (118.117-126), or community organization workers (195.167-010) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, social problems, child psychology, race relations, marriage and the family, the city, interviewing techniques, juvenile delinquency and crime, social welfare as an institution, community organizations, promoting social change, group dynamics, sociology, technical writing, employability skills, leadership and human relations skills, and health and safety including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and field activities are used to reinforce classroom activities and are essential for health, safety, and CPR.

III. SPECIAL NOTE: Health Occupations Students of America, Inc., is the appropriate vocational student organization for providing leadership training experience and for reinforcing specific vocational skills. These activities when provided are considered an integral part of this program. Program accreditation is available through the Council on Social Work Education.

An internship component is appropriate for clinical experience.

The cooperative method of instruction may be used for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; (2) a work station which reflects equipment, skills and tasks relevant to the student's career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 8.0, Language 8.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Interview clients.
02. Recognize deviant behavior and select corrective measures.
03. Use self in a helping intervention relationship.
04. Perform group therapy sessions.
05. Identify causes of disruptive behavior.
06. Write incident reports.
07. Promote social change.
08. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: _____

PROGRAM TITLE: Social Services Technology POSTSECONDARY NUMBER: HUS0095

01.0 INTERVIEW CLIENTS--The student will be able to:

- 01.01 Practice confidentiality.
- 01.02 Demonstrate knowledge of clients' right to privacy.
- 01.03 Record statistical data.
- 01.04 Record medical history.
- 01.05 Record personal and psychological history.
- 01.06 Elicit and record client complaints.

02.0 RECOGNIZE DEVIANT BEHAVIOR AND SELECT CORRECTIVE MEASURES--The student will be able to:

- 02.01 Demonstrate knowledge of symptoms of manic and depressed behavior.
- 02.02 Demonstrate knowledge of manipulative, self-destructive, combative, complaining and regressed behavior.
- 02.03 Demonstrate knowledge of aggressive, passive and paradoxical lifestyles developed in response to stress.
- 02.04 Demonstrate knowledge of unhealthy reactions to stress.
- 02.05 Select corrective measures of deviant behavior based on environmental, behavioral modification, activity or educational therapy.

03.0 USE SELF IN A HELPING INTERVENTION RELATIONSHIP--The student will be able to:

- 03.01 Demonstrate the ability to accept and assume responsibility for his/her own behavior.
- 03.02 Demonstrate physical and emotional health.
- 03.03 Demonstrate evidence of security and flexibility.
- 03.04 Demonstrate the ability to postpone gratification of needs.
- 03.05 Foster client independence.
- 03.06 Recognize, accept and modify his/her impact on others.

04.0 PERFORM GROUP THERAPY SESSIONS--The student will be able to:

- 04.01 With group participation, establish ground rules.
- 04.02 Promote healthy social interaction and peer identification.
- 04.03 Act as role model and facilitator.
- 04.04 Encourage individuals to assume responsibility for their own behavior.
- 04.05 As facilitator, promote free exchange of ideas and shared feelings.

05.0 IDENTIFY CAUSES OF DISRUPTIVE BEHAVIOR--The student will be able to:

- 05.01 Demonstrate knowledge of basic human needs and the consequences of deprivation of these needs.
- 05.02 Demonstrate knowledge of intrapersonal and interpersonal communication.
- 05.03 Demonstrate knowledge of transactional analysis.
- 05.04 Demonstrate knowledge of hereditary and environmental factors on growth and development.
- 05.05 Demonstrate knowledge of sources of stress and attendant socially acceptable coping methods.

06.0 WRITE INCIDENT REPORTS--The student will be able to:

- 06.01 Identify the problem.
- 06.02 Record name of informant and chief complaint.
- 06.03 Describe formulation of decision to interview.
- 06.04 Describe implementation of selected plan of action.
- 06.05 Describe resolution of incident.
- 06.06 Describe anticipatory planning for future use.

07.0 PROMOTE SOCIAL CHANGE--The student will be able to:

- 07.01 Demonstrate knowledge of socialogical factors which impinge on the individual, family, and community.

07.02 Encourage individual to change from a dependent, demanding, receiving infant to an independent, cooperative adult.
07.03 Demonstrate use of appropriate coping methods.
07.04 Encourage the acquisition of emotional maturity and mental health.

08.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

08.01 Conduct a job search.
08.02 Secure information about a job.
08.03 Identify documents that may be required when applying for a job.
08.04 Complete a job application.
08.05 Demonstrate competence in job interview techniques.
08.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
08.07 Identify acceptable work habits.
08.08 Demonstrate knowledge of how to make job changes appropriately.
08.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Teacher Aide

CODE NUMBER: Secondary 8909000 Postsecondary EDG0990

Florida CIP PS13.129902

SECONDARY SCHOOL CREDITS 3 | COLLEGE CREDITS _____ | POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational x Other 11-12, 30, 31

CERTIFICATION COVERAGE: Any Field

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as teacher aides (40065600), teacher aide 1 (099.327-010), teacher aide 2 (249.367-074), or to provide supplemental training for persons previously or currently employed in these occupations. The program prepares students to assist teachers in facilitating, conducting and carrying out the objectives of educational programs within the context of the school or other setting.

The content includes, but is not limited to, state and school district rules, regulations, and policies relevant to teacher assistant responsibilities; in the areas of student behavior; school public relations; playground supervision; basic first aid, assisting in infirmary, transportation of students; clerical responsibilities; machine copying; lettering and printing; preparation of visual aids; projector operation and use; audio recording; grading tests, scantron utilization, proofreading; classroom management; working with disadvantaged and handicapped persons; employability skills; leadership and human relations skills; and health and safety, including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

Listed below are the courses that comprise this program when offered at the secondary level:

8909010 Teacher Aide 1
8909020 Teacher Aide 2
8909030 Teacher Aide 3

II. LABORATORY ACTIVITIES: Laboratory activities and clinical assigned experiences are an integral part of this program.

III. SPECIAL NOTE: The cooperative method of instruction may be used for this program. When the cooperative method is offered, the following is required for each student: (1) a training plan, signed by the student, teacher and employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment skills, and tasks relevant to the student's career goal. This method may be used to provide financial aid to students. The student must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 450 hours.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge, skills, and attitudes that are needed to be an effective teacher aide.
02. Discuss the foundation of education.
03. Discuss major issues concerning public education.
04. Demonstrate knowledge of skills which aid in establishing and maintaining desirable student behaviors.
05. Describe home-school relationships.
06. Operate copy machines, collators, mimeograph, slide-tape projector, VCR, movie and screen.
07. Prepare tapes, transparencies, photographs and other visual aides.
08. Grade tests, use scantron machine, analyze items.
09. Supervise the safety, health and welfare of students.
10. Perform clerical duties assigned.
11. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: 8909000

PROGRAM TITLE: Teacher Aide — POSTSECONDARY NUMBER: EDG0990

01.0 DEMONSTRATE KNOWLEDGE, SKILLS, AND ATTITUDES THAT ARE NEEDED TO BE AN EFFECTIVE TEACHER AIDE--The student will be able to:

01.01 Define the role of the teacher aide.
01.02 List the growth stages of children.
01.03 Discuss the teacher aide-teacher relationship.
01.04 Describe some tasks for which the teacher aide will be accountable.
01.05 Describe some tasks for which the teacher aide will be assisting the teacher.
01.06 List the characteristics of an effective teacher aide.
01.07 Describe the teacher aide-school principal relationship.
01.08 Demonstrate effective oral and written communication.
01.09 Demonstrate the ability to follow oral and written instructions.
01.10 Describe career progression for teacher aides.
01.11 Describe some tasks/activities which the teacher aide may not perform at a specific school.
01.12 Listen effectively to students, teachers, and others.
01.13 Discuss the teacher aide/counselor relationship and responsibilities in counseling students.
01.14 Tell what is meant by competency based instruction.
01.15 Display knowledge of existing local, state and Federal regulations governing teacher assistants.
01.16 Work individually with slow learners.
01.17 Demonstrate knowledge of manuscript writing.
01.18 Express self orally and in writing.
01.19 Use planned repetition effectively.
01.20 Demonstrate effective use of the chalkboard.
01.21 Demonstrate awareness that teachers have plans and objectives that must be followed by assistants, and aid teacher with such planning.
01.22 Help absentees with makeup work.
01.23 When given a formula, determine reading levels of instructional materials.

02.0 DISCUSS THE FOUNDATION OF EDUCATION--The student will be able to:

02.01 State the purposes of education in America.
02.02 Describe the constitutional authorization for public education.
02.07 Discuss the background of the development of the teacher aide movement and its reason for being needed.

03.0 DISCUSS MAJOR ISSUES CONCERNING PUBLIC EDUCATION--The student will be able to:

03.01 Discuss child abuse and its relationship to the school's employees.
03.02 Describe the foundation and structure of a good public relations program for a school/district.
03.03 Discuss the concept of "excellence" as the responsibility of the local classroom, the county policy and the state legislative appropriations.
03.04 Describe the effects of the present day drug culture and alcohol abuse, and methods of identification.

04.0 DEMONSTRATE KNOWLEDGE OF SKILLS WHICH AID IN ESTABLISHING AND MAINTAINING DESIRABLE STUDENT BEHAVIORS--The student will be able to:

04.01 Observe and report critical incidents.
04.02 Describe and discuss classroom behavior and discipline problems.
04.03 Discuss the techniques of reinforcement that will serve to eliminate the undesirable behaviors.
04.04 Display knowledge of rules, regulations and standard procedures in effect in the school.
04.05 Recognize inappropriate behavior.
04.06 Display knowledge of pupil behavior.
04.07 Assist in maintaining order in classroom.
04.08 Use positive approaches in the classroom.

04.10 Use the power of praise effectively.
04.11 Use value clarifying techniques to help cope with stress.

05.0 DESCRIBE HOME-SCHOOL RELATIONSHIPS--The student will be able to:

05.01 Assess parent-child relationship.
05.02 Evaluate parent responses in discussions of child misbehaviors.
05.03 Recognize that body language speaks louder than words.
05.04 Provide information to parents (non-judgmentally).
05.05 Recognize need for cooperation of parents.

06.0 OPERATE COPY MACHINES, COLLATORS, MIMEOGRAPH, SLIDE-TAPE PROJECTOR, VCR, MOVIE AND SCREEN--The student will be able to:

06.01 Label selected parts of each of the pieces of equipment listed above.
06.02 State the function of each of the selected parts of the equipment listed below.
06.03 Demonstrate the successful operation of the equipment listed below.
06.04 Troubleshoot when given specific problems for selected equipment and state how the problem can be solved to allow for the correct operation of the equipment.
06.05 Use duplex copy cycle (front and back).
06.06 Obtain films, other visual aids.
06.07 Leave apparatus in usable, clean condition and return visual aides and equipment to storage.

07.0 PREPARE TAPES, TRANSPARENCIES, PHOTOGRAPHS AND OTHER VISUAL AIDS--The student will be able to:

07.01 Prepare bulletin board displays.
07.02 Prepare complex transparencies as needed.
07.03 Load film into camera.
07.04 Operate a camera to obtain a sharp, clear, centered picture.
07.05 Prepare games and puzzles for teacher use.
07.06 Prepare slide-tape presentations.

08.0 GRADE TESTS, USE SCANTRON MACHINE, ANALYZE ITEMS--The student will be able to:

08.01 Demonstrate ability in standardized achievement testing.
08.02 Demonstrate ability in the administration of tests.
08.03 Demonstrate ability in the scoring of standardized tests.
08.04 Demonstrate ability in objective type tests.
08.05 Demonstrate the ability and knowledge necessary to distinguish between objective tests and answers from subjective tests and answers.
08.06 Use scantron machine for scoring tests.
08.07 Perform an item analysis.
08.08 Test student reading, math, and language levels.

09.0 SUPERVISE THE SAFETY, HEALTH AND WELFARE OF STUDENTS--The student will be able to:

09.01 Provide help for the student who becomes ill.
09.02 Demonstrate a knowledge of first aid and safety.
09.03 Perform CPR correctly on a mannequin.
09.04 Supervise playground and equipment.

10.0 PERFORM CLERICAL DUTIES ASSIGNED--The student will be able to:

10.01 Take care of all cash collected/receipted (lunch, etc.).
10.02 Perform clerical duties assigned such as attendance records and completing school forms both state and local.
10.03 Take attendance.
10.04 Proofread.
10.05 File.
10.06 Laminate material.
10.07 Type,
10.08 Inventory of supplies.
10.09 Distribute and collect instructional materials.

11.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

11.01 Conduct a job search.
11.02 Secure information about a job.
11.03 Identify documents that may be required when applying for a job.
11.04 Complete a job application.
11.05 Demonstrate competence in job interview techniques.
11.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
11.07 Identify acceptable work habits.
11.08 Demonstrate knowledge of how to make job changes appropriately.
11.09 Demonstrate acceptable employee health habits.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service | COURSE CREDIT: 1

PROGRAM TITLE: Teacher Aide | PROGRAM NUMBER: 8909000

COURSE TITLE: Teacher Aide 1 | COURSE NUMBER: 8909010

COURSE DESCRIPTION:

This course introduces students to the basic skills and attitudes of being teacher's aide.

01.0 DEMONSTRATE KNOWLEDGE, SKILLS, AND ATTITUDES THAT ARE NEEDED TO BE AN EFFECTIVE TEACHER AIDE--The student will be able to:

- 01.01 Define the role of the teacher aide.
- 01.02 List the growth stages of children.
- 01.03 Discuss the teacher aide-teacher relationship.
- 01.04 Describe some tasks for which the teacher aide will be accountable.
- 01.05 Describe some tasks for which the teacher aide will be assisting the teacher.
- 01.06 List the characteristics of an effective teacher aide.
- 01.07 Describe the teacher aide-school principal relationship.
- 01.08 Demonstrate effective oral and written communication.
- 01.09 Demonstrate the ability to follow oral and written instructions.
- 01.10 Describe career progression for teacher aides.
- 01.11 Describe some tasks/activities which the teacher aide may not perform at a specific school.
- 01.12 Listen effectively to students, teachers, and others.
- 01.13 Discuss the teacher aide/counselor relationship and responsibilities in counseling students.
- 01.14 Tell what is meant by competency based instruction.
- 01.15 Display knowledge of existing local, state and Federal regulations governing teacher assistants.
- 01.16 Work individually with slow learners.
- 01.17 Demonstrate knowledge of manuscript writing.
- 01.18 Express self orally and in writing.
- 01.19 Use planned repetition effectively.
- 01.20 Demonstrate effective use of the chalkboard.
- 01.21 Demonstrate awareness that teachers have plans and objectives that must be followed by assistants, and aid teacher with such planning.
- 01.22 Help absentees with makeup work.
- 01.23 When given a formula, determine reading levels of instructional materials.

02.0 DISCUSS THE FOUNDATION OF EDUCATION--The student will be able to:

- 02.01 State the purposes of education in America.
- 02.02 Describe the constitutional authorization for public education.
- 02.07 Discuss the background of the development of the teacher aide movement and its reason for being needed.

11.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 11.01 Conduct a job search.
- 11.02 Secure information about a job.
- 11.03 Identify documents that may be required when applying for a job.
- 11.04 Complete a job application.
- 11.05 Demonstrate competence in job interview techniques.
- 11.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 11.07 Identify acceptable work habits.
- 11.08 Demonstrate knowledge of how to make job changes appropriately.
- 11.09 Demonstrate acceptable employee health habits.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service — COURSE CREDIT: 1

PROGRAM TITLE: Teacher Aide — PROGRAM NUMBER: 8909000

COURSE TITLE: Teacher Aide 2 — COURSE NUMBER: 8909020

COURSE DESCRIPTION:

This course allows the student to develop skills that are necessary to function as a teacher's aide.

03.0 DISCUSS MAJOR ISSUES CONCERNING PUBLIC EDUCATION--The student will be able to:

- 03.01 Discuss child abuse and its relationship to the school's employees.
- 03.02 Describe the foundation and structure of a good public relations program for a school/district.
- 03.03 Discuss the concept of "excellence" as the responsibility of the local classroom, the county policy and the state legislative appropriations.
- 03.04 Describe the effects of the present day drug culture and alcohol abuse, and methods of identification.

05.0 DESCRIBE HOME-SCHOOL RELATIONSHIPS--The student will be able to:

- 05.01 Assess parent-child relationship.
- 05.02 Evaluate parent responses in discussions of child misbehaviors.
- 05.03 Recognize that body language speaks louder than words.
- 05.04 Provide information to parents (non-judgmentally).
- 05.05 Recognize need for cooperation of parents.

06.0 OPERATE COPY MACHINES, COLLATORS, MIMEOGRAPH, SLIDE-TAPE PROJECTOR, VCR, MOVIE AND SCREEN--The student will be able to:

- 06.01 Label selected parts of each of the pieces of equipment listed above.
- 06.02 State the function of each of the selected parts of the equipment listed below.
- 06.03 Demonstrate the successful operation of the equipment listed above.
- 06.04 Troubleshoot when given specific problems for selected equipment and state how the problem can be solved to allow for the correct operation of the equipment.
- 06.05 Use duplex copy cycle (front and back).
- 06.06 Obtain films, other visual aids.
- 06.07 Leave apparatus in usable, clean condition and return visual aides and equipment to storage.

07.0 PREPARE TAPES, TRANSPARENCIES, PHOTOGRAPHS AND OTHER VISUAL AIDES, --The student will be able to:

- 07.01 Prepare bulletin board displays.
- 07.02 Prepare complex transparencies as needed.
- 07.03 Load film into camera.
- 07.04 Operate a camera to obtain a sharp, clear, centered picture.
- 07.05 Prepare games and puzzles for teacher use.
- 07.06 Prepare slide-tape presentations.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service — COURSE CREDIT: 1

PROGRAM TITLE: Teacher Aide — PROGRAM NUMBER: 8909000

COURSE TITLE: Teacher Aide 3 — COURSE NUMBER: 8909030

COURSE DESCRIPTION:

This course allows students to practice the skills in the actual classroom setting.

04.0 DEMONSTRATE KNOWLEDGE OF SKILLS WHICH AID IN ESTABLISHING AND MAINTAINING DESIRABLE STUDENT BEHAVIORS--The student will be able to:

- 04.01 Observe and report critical incidents.
- 04.02 Describe and discuss classroom behavior and discipline problems.
- 04.03 Discuss the techniques of reinforcement that will serve to eliminate the undesirable behaviors.
- 04.04 Display knowledge of rules, regulations and standard procedures in effect in the school.
- 04.05 Recognize inappropriate behavior.
- 04.06 Display knowledge of pupil behavior.
- 04.07 Assist in maintaining order in classroom.
- 04.08 Use positive approaches in the classroom.
- 04.09 Use the power of praise effectively.
- 04.11 Use value clarifying techniques to help cope with stress.

08.0 GRADE TESTS, USE SCANTRON MACHINE, ANALYZE ITEMS--The student will be able to:

- 08.01 Demonstrate ability in standardized achievement testing.
- 08.02 Demonstrate ability in the administration of tests.
- 08.03 Demonstrate ability in the scoring of standardized tests.
- 08.04 Demonstrate ability in objective type tests.
- 08.05 Demonstrate the ability and knowledge necessary to distinguish between objective tests and answers from subjective tests and answers.
- 08.06 Use scantron machine for scoring tests.
- 08.07 Perform an item analysis.
- 08.08 Test student reading, math, and language levels.

09.0 SUPERVISE THE SAFETY, HEALTH AND WELFARE OF STUDENTS--The student will be able to:

- 09.01 Provide help for the student who becomes ill.
- 09.02 Demonstrate a knowledge of first aid and safety.
- 09.03 Perform CPR correctly on a mannequin.
- 09.04 Supervise playground and equipment.

10.0 PERFORM CLERICAL DUTIES ASSIGNED--The student will be able to:

- 10.01 Take care of all cash collected/receipted (lunch, etc.).
- 10.02 Perform clerical duties assigned such as attendance records and completing school forms both state and local.
- 10.03 Take attendance.
- 10.04 Proofread.
- 10.05 File.
- 10.06 Laminate material.
- 10.07 Type,
- 10.08 Inventory of supplies.
- 10.09 Distribute and collect instructional materials.

CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Traffic Accident Investigation

CODE NUMBER: Secondary _____ Postsecondary CJD0996

Florida CIP PS43.999900

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: LAW ENF 7 PUB SERV @7
PCE OFF TR @7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as traffic accident investigators (70101004) or to provide supplemental training for persons previously or currently employed in this occupation. The program prepares students for employment as a traffic accident investigator in accordance with Chapter 316, Florida Statutes.

The content includes, but is not limited to, investigator's role, constitutional and criminal law, search and seizure, patrol procedures, accident investigation, first responder techniques, traffic control, police community relations, and administration of criminal law as designated in minimum training requirements as established by the Criminal Justice Standards and Training Commission.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and field experiences are an integral part of this program. Basics of legal matters involving accident investigation, law of arrest, report writing and accident reconstruction are an integral part of this course. The first responder course, case preparation, communications, interviewing techniques and health and safety are required.

III. SPECIAL NOTE: The traffic accident investigators program is provided for in section 316.640 of the Florida Statutes, and is approved by the Criminal Justice Standards and Training Commission.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 10.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 200 hours as prescribed by the Commission.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Explain the accident investigators role, ethics and professionalism.
02. Describe constitutional law, criminal law, civil actions, traffic law, criminal acts, laws of arrest and demonstrate how to find the law.
03. Describe laws of evidence and perform search and seizure.
04. Demonstrate patrol procedures.
05. Complete on scene accident investigations.
06. Demonstrate first responder techniques.
07. Control traffic.
08. Fxplain police community relations.
09. Explain administration of criminal law.
10. Demonstrate employability skills.
11. Demonstrate an understanding of entrepreneurship.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: _____

PROGRAM TITLE: Traffic Accident Investigation | POSTSECONDARY NUMBER: CJD0996

01.0 EXPLAIN THE ACCIDENT INVESTIGATOR'S ROLE, ETHICS AND PROFESSIONALISM--The student will be able to:

- 01.01 Explain accident investigator's role.
- 01.02 Explain ethics and professionalism.

02.0 DESCRIBE CONSTITUTIONAL LAW, CRIMINAL LAW, CIVIL ACTIONS, TRAFFIC LAWS, CRIMINAL ACTS, LAWS OF ARREST AND DEMONSTRATE HOW TO FIND THE LAW--The student will be able to:

- 02.01 Describe constitutional law as a basis for the criminal justice system.
- 02.02 Describe criminal law and definitions as it pertains to criminal acts.
- 02.03 Describe the paraprofessionals role in relationship to civil actions involving accident cases.
- 02.04 Identify and describe most frequently used traffic codes as it relates to traffic accidents.
- 02.05 Recognize criminal acts and report to proper authority.
- 02.06 Locate sources of Municipal, State and Federal laws.
- 02.07 Describe laws of arrest and explain the difference between misdemeanors and felonies.

03.0 DESCRIBE LAWS OF EVIDENCE AND PERFORM SEARCH AND SEIZURE--The student will be able to:

- 03.01 Describe rules of evidence and their application to proper law enforcement.
- 03.02 Perform search and seizure as applicable to motor vehicles.

04.0 DEMONSTRATE PATROL PROCEDURES--The student will be able to:

- 04.01 Use the telephone and police radio properly.
- 04.02 Recognize the symptoms of mental illness and retardation and notify the proper authorities.
- 04.03 Perform foot patrol and vehicular patrol and recognize police hazards.
- 04.04 Secure the necessary evidence, including the scientific tests, and reports in order to successfully prosecute impaired drivers.
- 04.05 Operate a vehicle according to National Safety Council standards.

05.0 COMPLETE ON SCENE ACCIDENT INVESTIGATIONS--The student will be able to:

- 05.01 Define the terminology pertinent to accident investigation and reporting procedures.
- 05.02 Identify the direct and indirect causes of the accident.
- 05.03 Demonstrate the protection of scene of an accident.
- 05.04 Determine the chain of events that occurred prior to the final resting place of the vehicles/persons involved.
- 05.05 Reconstruct accident from available evidence.
- 05.06 Discuss various attributes and deficiences related to all people and objects involved.
- 05.07 Protect scene from fire and theft.
- 05.08 Control crowds from contaminating the scene.
- 05.09 Explain the added responsibility placed on the accident investigator when serious injuries are indicated.
- 05.10 Interview drivers and witnesses.
- 05.11 Complete state accident forms.
- 05.12 Write a traffic citation and explain surcharges.
- 05.13 Complete an alcohol influence report.
- 05.14 Explain the Implied Consent law.
- 05.15 Explain procedures in processing insurance claims under a "no-fault" insurance system.
- 05.16 Explain the Florida Reparations Reform Act and compare with "fault" based systems.
- 05.17 Answer the public inquiries intelligently with respect to legal requirements of insurance laws under the Florida Act.
- 05.18 Diagram and explain, from a reconstruction standpoint, the chain of events.

05.19 Locate and preserve items of value to the overall investigation, i.e. skidmarks, yaw marks, glass, blood, hairs, fabric, etc.
05.20 Compute the known drag factor of a given piece of roadway by test procedures.
05.21 Locate, prove legal validity and determine minimum speed required to produce skids.
05.22 Measure test skids to determine speed computation - individual wheel braking, etc.
05.23 Use camera and explain composition of pictures.
05.24 Use template and nomograph.
05.25 Explain methods of follow-up, gathering and use of evidence for successful prosecution.
05.26 Explain the importance of comprehensive vehicular homicide investigations.
05.27 Explain the "Good Samaritan" Law.
05.28 Explain the accident investigator relationship to the insurance adjustor and attorneys.
05.29 Prepare case for trial.
05.30 Determine the cost estimate.

06.0 DEMONSTRATE FIRST RESPONDER TECHNIQUES--The student will be able to:

06.01 Perform triage.
06.02 Perform first responder techniques.
06.03 Perform CPR.
06.04 Identify health problems and determine proper action.

07.0 CONTROL TRAFFIC--The student will be able to:

07.01 Control traffic flow of vehicles and pedestrians by means of hand signals.
07.02 Identify elements of the violation and their application.
07.03 Demonstrate techniques of traffic control and enforcement using special equipment for traffic control.
07.04 Recommend corrections of hazardous traffic conditions; include the proper procedures to be used in forwarding relevant information to the correct authority.

08.0 EXPLAIN POLICE COMMUNITY RELATIONS--The student will be able to:

08.01 Demonstrate self control and discipline, level headedness, courtesy and fairness, good personal appearance, neatness and punctuality.
08.02 Handle situations which result from conflict of behavior as it pertains to psychological and sociological factors.
08.03 Demonstrate an understanding of the racial, religious, cultural, and ethnic background of various minority groups.
08.04 Identify the social services available to the investigator at the local level.

09.0 EXPLAIN ADMINISTRATION OF CRIMINAL LAW--The student will be able to:

09.01 Describe general court organization, jurisdiction, procedure and functions, including the jury, complaint forms, writs, subpoenas, warrants and other allied papers and court orders.
09.02 Describe the relationship of the investigator with various judicial officers.
09.03 Describe courtroom demeanor and testify.
09.04 Participate in mock trial as an investigator.

10.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

10.01 Conduct a job search.
10.02 Secure information about a job.
10.03 Identify documents that may be required when applying for a job.
10 04 Complete a job application.
10.05 Demonstrate competence in job interview techniques.
10.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
10.07 Identify acceptable work habits.
10.08 Demonstrate knowledge of how to make job changes appropriately.
10.09 Demonstrate acceptable employee health habits.

11.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP--The student will be able to:

11.01 Define entrepreneurship.
11.02 Describe the importance of entrepreneurship to the American economy.
11.03 List the advantages and disadvantages of business ownership.
11.04 Identify the risks involved in ownership of a business.
11.05 Identify the necessary personal characteristics of a successful entrepreneur.
11.06 Identify the business skills needed to operate a small business efficently and effectively.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Urban Planning Technology

CODE NUMBER: Secondary _____ Postsecondary UPR0090

Florida CIP PS15.020400

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: TEC CONSTR @7 SURVEY 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as county or city planning aides (199.364-010), traffic technicians (199.267-030), or regional planning aides (10181000), building inspectors or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, urban design, resource distribution, demographics, statistical analysis, city and county zoning regulations, building standards and codes, residential development, organizational structures of city and county governments, basic principles and laws governing urban development, urban geography, economic development, social problems, planning surveys, housing market, traffic patterns and circulation, cartography, data processing, drafting, employability skills, leadership and human relations skills, and health and safety.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and field activities incorporate practical application of scientific principles.

III. SPECIAL NOTE: The cooperative method of instruction may be used for this program. When the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills, and tasks relevant to the student's career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for an average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge of urban design redevelopment and community services.
02. Demonstrate knowledge of population growth, growth management, transportation and housing.
03. Demonstrate knowledge of building and construction codes/regulations.
04. Demonstrate knowledge of traffic management and control.

05. Demonstrate knowledge of water and wastewater systems and solid waste disposal.
06. Demonstrate knowledge of electrical systems, urban mapping and engineering drawing.
07. Demonstrate knowledge of the sociological aspects of all phases of urban planning.
08. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: _____

PROGRAM TITLE: Urban Planning Technology | POSTSECONDARY NUMBER: UPT0090

01.0 DEMONSTRATE KNOWLEDGE OF URBAN DESIGN REDEVELOPMENT AND COMMUNITY SERVICES--The student will be able to:

01.01 Research the design of the city of Washington D.C. and describe the difference in design from that of New York City.
01.02 Discuss the redevelopment needs of any city.
01.03 List the major community services which must be planned for and briefly identify any special considerations for each.
01.04 Define planning and list the elements needed for urban development.
01.05 Discuss the development of the American city planning process including contemporary decision making processes, the operation, and responsibilities of planning activities, the role of the city planning commission and professional staff.
01.06 List contemporary organizations for citizen participation in the planning process.
01.07 Describe the city of Apopka in 1955 and 1985 and tell the major reasons for the dramatic change.
01.08 Discuss the role of planning in meeting critical problems and shaping the future of a community (Love Canal, 3 Mile Island).

02.0 DEMONSTRATE KNOWLEDGE OF POPULATION GROWTH, GROWTH MANAGEMENT, TRANSPORTATION AND HOUSING--The student will be able to:

02.01 Describe two techniques for making population projections.
02.02 Identify three population characteristics and briefly describe their importance in planning.
02.03 List four growth management techniques and describe each.
02.04 Identify four transportation systems and briefly describe the importance of each and the planning needs for each.
02.05 Describe contemporary housing types and problems related to land use.
02.06 List the elements of planning required for each type of housing described in 02.05 above.
02.07 Demonstrate knowledge of statistical concepts related to management/use of numerical data.
02.08 Describe the methods used by planners in the analysis of problems and the development of a plan.
02.09 Identify planning approaches and strategies for meeting development, growth, and land use problems.

03.0 DEMONSTRATE KNOWLEDGE OF BUILDING AND CONSTRUCTION CODES/REGULATIONS--The student will be able to:

03.01 In planning a building, describe in which agencies you would locate the required codes and regulations.
03.02 Use reference manuals, such as Location Survey Manual, Typical design standards and county public works manuals, to locate zoning codes, building codes, and subdivision regulations.
03.03 Describe the environmental considerations which affect planning decision making.
03.04 Collect data for origin/destination studies.
03.05 Trace typographic map details.
03.06 Trace plat lot boundaries.
03.07 List the various types of building materials used and discuss the advantages/disadvantages of each.
03.08 Discuss the gradual development of a national housing and community development policy.
03.09 Perform an economic base analysis.

04.0 DEMONSTRATE KNOWLEDGE OF TRAFFIC MANAGEMENT AND CONTROL--The student will be able to:

04.01 Describe techniques used in traffic management and control.
04.02 List the elements of planning for traffic control.
04.03 Perform traffic counts.
04.04 Collect traffic signal timing data.
04.05 Discuss planning for transportation of hazardous materials.
04.06 Identify problems associated with planning for airport expansion needs.
04.07 Use data processing equipment.

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05.0 DEMONSTRATE KNOWLEDGE OF WATER AND WASTEWATER SYSTEMS AND SOLID WASTE DISPOSAL--The student will be able to:

- 05.01 Identify the basic characteristics of water.
- 05.02 Identify causes of contamination entering the distribution system.
- 05.03 Describe the principles of drinking water disinfection.
- 05.04 Describe Department of Environmetal Regulation rules and regulations and relate these to urban planning for water and wastewater.
- 05.05 Describe the principles and operation of wastewater disinfection.
- 05.06 Describe planning for disposal of solid wastes.

06.0 DEMONSTRATE KNOWLEDGE OF ELECTRICAL SYSTEMS, URBAN MAPPING AND ENGINEERING DRAWING--The student will be able to:

- 06.01 Demonstrate a basic knowledge of drafting including the use of drafting equipment.
- 06.02 Demonstrate a basic knowledge of legal land descriptions.
- 06.03 Describe electrical systems giving advantages and disadvantages.
- 06.04 List four land use planning principles.
- 06.05 Discuss the evolving process of land use including existing patterns.
- 06.06 Describe the ecology of an urban setting and draw a map of an ideal community.
- 06.07 List the components of a city or county map.

07.0 DEMONSTRATE KNOWLEDGE OF THE SOCIOLOGICAL ASPECTS OF ALL PHASES OF URBAN PLANNING--The student will be able to:

- 07.01 Discuss planning thought, methods, and issues.
- 07.02 Define comprehensive planning.
- 07.03 Give examples of sociological aspects of urban planning.
- 07.04 State the impact of immigration on urban areas.
- 07.05 Discuss health planning and community needs.
- 07.06 Describe the current status of health planning in Florida.
- 07.07 Describe controversial issues related to health planning program implementation.

08.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 08.01 Conduct a job search.
- 08.02 Secure information about a job.
- 08.03 Identify documents that may be required when applying for a job.
- 08.04 Complete a job application.
- 08.05 Demonstrate competence in job interview techniques.
- 08.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 08.07 Identify acceptable work habits.
- 08.08 Demonstrate knowledge of how to make job changes appropriately.
- 08.09 Demonstrate acceptable employee health habits.

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CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Volunteer Fire Fighting

CODE NUMBER: Secondary 8918200 | Postsecondary FFP0080

Florida CIP PS43.020301

SECONDARY SCHOOL CREDITS 1 | COLLEGE CREDITS _____ | POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational x Other 10-12, 30, 31

CERTIFICATION COVERAGE: FIREFIGHT 7 FIREMANSHIP @7 PUBSERV @7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for non-paid employment as volunteer firefighters (70100401), or to provide supplemental training for persons previously or currently employed in this occupation.

The content includes, but is not limited to, fire department orientation, fire behavior, protective breathing equipment, ladders, hoses and nozzles, fire streams, hose lays, forcible entry, ventilation, salvage, overhaul, safety, employability skills, and first aid, including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and field activities are an integral part of this program.

III. SPECIAL NOTE: Safety practices must be adherred to because of the high risk involved. In any hazardous learning experience the Fire Standards and Training Commission requires no more than 1:6 teacher/student ratio.

The program adheres to the standards of the National Fire Protection Association, NFPA 1001.

Completion of the Department of Health and Rehabilitative Services Emergency Medical Services First Responder Course is encouraged.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 150 hours.

The particular outcomes and student performance standards which the handicapped student must master to earn credit must be specified in the student's individual educational plan (IEP). Additional credits may be earned when outcomes and standards are mastered in accordance with the requirements indicated in subsequent IEP's. The job title for which the student is being trained must be designated in the IEP.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Demonstrate knowledge of fire department organization, scope of operations, and rules and regulations as they apply within the fire service.
02. Demonstrate awareness of the principles of fire behavior.
03. Demonstrate awareness of the need for and proficient utilization of protective breathing apparatus.
04. Practice procedures of firefighting safety.

05. Demonstrate appropriate utilization of ropes.
06. Demonstrate appropriate utilization of ladders.
07. Demonstrate appropriate utilization of fire department hose.
08. Demonstrate proficient utilization of fire streams.
09. Demonstrate appropriate utilization of equipment to accomplish forcible entry into an enclosure.
10. Demonstrate appropriate utilization of equipment to accomplish rescue.
11. Recognize ventilation equipment and demonstrate accepted practices for its use.
12. Demonstrate appropriate utilization of equipment to accomplish salvage procedures.
13. Demonstrate knowledge of the methods and procedures of the receipt and transmittal of fire alarms and communication.
14. Demonstrate knowledge of fire department fire prevention inspection practices.
15. Participate in fire training examinations.
16. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS | EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations | SECONDARY NUMBER: 8918200

PROGRAM TITLE: Volunteer Fire Fighting | POSTSECONDARY NUMBER: FFP0080

01.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT ORGANIZATION, SCOPE OF OPERATIONS, AND RULES AND REGULATIONS AS THEY APPLY WITHIN THE FIRE SERVICE--The student will be able to:

01.01 Identify the organization of the fire department.
01.02 Identify the size of the fire department, the scope of its operation, and the standard operational procedures.

02.0 DEMONSTRATE AWARENESS OF THE PRINCIPLES OF FIRE BEHAVIOR--The student will be able to:

02.01 Demonstrate the knowledge of fire behavior including the chemistry of fire, flame spread, flash over, phases of burning, classes of fire, and heat transfer, common heat sources and fire behavior terminology.

03.0 DEMONSTRATE AWARENESS OF THE NEED FOR AND PROFICIENT UTILIZATION OF PROTECTIVE BREATHING APPARATUS--The student will be able to:

03.01 Identify at least four hazardous respiratory evnironments encountered in firefighting.
03.02 Demonstrate the use of all types of protective breathing apparatus in a dense smoke environment.
03.03 Identify the physical requirements of the wearer, the limitations of the protective breathing apparatus, and the safety features of all types of protective breathing apparatus.
03.04 Demonstrate donning breathing apparatus while wearing protective clothing.
03.05 Demonstrate that the protective breathing apparatus is in a safe condition for immediate use.
03.06 Identify the procedure for cleaning and sanitizing protective breathing apparatus for future use.

04.0 PRACTICE PROCEDURES OF FIREFIGHTING SAFETY--The student will be able to:

04.01 Demonstrate an awareness of "protective envelope" (clothing and equipment: helmet, bunker coat, bunker pants, boots, gloves and self contained breathing apparatus).
04.02 Identify dangerous building conditions created by fire and precautions to protect other firefighters.
04.03 Demonstrate techniques for action when trapped or disoriented in a fire situation or in a hostile environment.

05.0 DEMONSTRATE APPROPRIATE UTILIZATION OF ROPES--The student will be able to:

05.01 Tie each of the following knots as demonstrated by the certified instructor and in accordance with IFSTA Manuals #200 and 101, one attempt shall be allowed: (a) bowline, (b) half hitch, (c) chimney hitch, (d) clove hitch, (e) becket bend, (f) half sheep shank, (g) timber hitch, (h) approved rescue knott--(1) life knot (butterfly), (2) parachute sling (minimum 3 twists), and (3) four twists.
05.02 Tie the prescribed knot and hoist the item to a height of 20 feet in accordance with Florida Firefighter Minimum Standards Course outline in IFSTA manuals #200 and 101: (a) axe, (b) pike pole, (c) fire extinguisher (size to approximate a 15 lb. CO^2 extinguisher or 2½ gal. pressurized water extinguisher), (d) ladder (size to approximate a 12 to 14 foot straight ladder), (e) hose, and (f) hose with nozzle.

06.0 DEMONSTRATE APPROPRIATE UTILIZATION OF LADDERS--The student will be able to:

06.01 Operating as an individual and as a member of a team, demonstrate the one-person carry; the two-person carry; the three-person carry; the four-person carry; the five-person carry; and the six-person carry.

07.0 DEMONSTRATE APPROPRIATE UTILIZATION OF FIRE DEPARTMENT HOSE--The student will be able to:

07.01 Identify hose accessories, hose appliances, drags.
07.02 Demonstrate cleaning fire hose, couplings, and nozzles, and inspecting for damage.

08.0 DEMONSTRATE PROFICIENT UTILIZATION OF FIRE STREAMS--The student will be able to:

08.01 Define a fire stream.
08.02 Manipulate a nozzle so as to attack a Class A fire and a Class B fire.
08.03 Define cause and prevention of water hammer.
08.04 Demonstrate how to open and close a nozzle.
08.05 Demonstrate use of fire hose in a safe and proficient manner at all times.

09.0 DEMONSTRATE APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH FORCIBLE ENTRY INTO AN ENCLOSURE--The student will be able to:

09.01 Identify and demonstrate the use of each type of manual forcible entry tool.
09.02 Demonstrate the method and procedure of properly cleaning, maintaining, and inspecting each type of forcible entry tool and equipment.

10.0 DEMONSTRATE APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH RESCUE--The student will be able to:

10.01 The student shall identify aids in search and rescue.
10.02 Identify and demonstrate drags, lifts and assists as they pertain to rescue.
10.03 Demonstrate the removal of injured persons from the immediate hazard by the use of carries, drags, and stretchers.
10.04 Demonstrate a knowledge of the hazards to be encountered in rescue operations.
10.05 Demonstrate the procedure of searching for victims in burning smoke-filled buildings, or other hostile environments.

11.0 RECOGNIZE VENTILATION EQUIPMENT AND DEMONSTRATE ACCEPTED PRACTICES FOR ITS USE--The student will be able to:

11.01 Define the principles of ventilation, and identify the advantages and effects of ventilation.
11.02 Identify the dangers present and precautions to be taken in performing ventilation.
11.03 Demonstrate opening various types of windows, from inside and outside, with and without the use of fire department tools.
11.04 Demonstrate breaking window or door glass and removing obstruction.
11.05 Demonstrate the ventilation of a roof and a floor using forcible entry equipment.
11.06 Define the theory of a "back draft explosion."

12.0 DEMONSTRATE APPROPRIATE UTILIZATION OF EQUIPMENT TO ACCOMPLISH SALVAGE PROCEDURES--The student will be able to:

12.01 Identify the purpose of salvage and its value to the public and the fire department.
12.02 Demonstrate folds and rolls of salvage covers as an individual and as a member of a team.
12.03 Demonstrate salvage cover throws as an individual and as a member of a team.
12.04 Demonstrate the techniques of inspection, cleaning, and maintaining salvage equipment.

13.0 DEMONSTRATE KNOWLEDGE OF THE METHODS AND PROCEDURES OF THE RECEIPT AND TRANSMITTAL OF FIRE ALARMS AND COMMUNICATION--The student will be able to:

13.01 Demonstrate knowledge of the correct procedure for a citizen to report a fire or other emergencies.

13.02 Demonstrate correctly receiving an alarm or a report of an emergency and initiate proper action.
13.03 Describe the purpose and functioning of all alarm receiving instruments and personnel alerting equipment provided in the fire station.
13.04 Demonstrate station watch duties as assigned by the authority having jurisdiction.
13.05 Demonstrate any traffic control devices installed in the fire station to facilitate the response of apparatus.
13.06 Demonstrate prescribed fire department radio procedures.
13.07 Demonstrate policy and procedures concerning the ordering and transmitting of multiple alarms of fires and calls for special assistance.

14.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT FIRE PREVENTION INSPECTION PRACTICES--The student will be able to:

14.01 Demonstrate a knowledge of the purpose of fire service inspection.
14.02 Demonstrate a knowledge of the different classifications of fire hazards.
14.03 Demonstrate a knowledge of pre-fire planning.
14.04 Demonstrate a knowledge of fire inspection procedures.

15.0 PARTICIPATE IN FIRE TRAINING EXAMINATIONS--The student will be able to:

15.01 Demonstrate his/her ability on each portion of the outline.
15.02 Demonstrate his/her ability by performance of each portion of the outline.
15.03 Take a final examination.

16.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

16.01 Conduct a job search.
16.02 Secure information about a job.
16.03 Identify documents that may be required when applying for a job.
16.04 Complete a job application.
16.05 Demonstrate competence in job interview techniques.
16.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
16.07 Identify acceptable work habits.
16.08 Demonstrate knowledge of how to make job changes appropriately.
16.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Wastewater Treatment Plant Operation

CODE NUMBER: Secondary _____ Postsecondary EVS0229

Florida CIP PS15.050602

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other 30, 31

CERTIFICATION COVERAGE: TEC CHEM 7 WSP OPER 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as sewage plant operators (955.362-010) or to provide supplemental training for persons previously or currently employed in this occupation. The program is designed to prepare students for certification as domestic wastewater treatment plant operators in accordance with Chapter 17-16, F.A.C. This program must be approved by the Florida Department of Environmental Regulation and be operated in accordance with Chapter 17-16, F.A.C. The program is offered at three levels to prepare individuals for the C, B, and A levels of Wastewater Treatment Plant Operator Certification. The C-level is the fundamental level of training, students are introduced to the principles of wastewater treatment, operation and maintenance of treatment plant equipment, and a full-range of process control procedures. Since C-level training covers a broad range of subjects which may be entirely new to the student, the amount of detail which can be taught is limited. Therefore, the C-level is the fundamental level in terms of the depth of study, but is actually comprehensive in terms of the range of plant operating skills covered. The B-level is the intermediate level of training. At the B-level the student should already be familiar with plant operations. Emphasis will be on developing a more thorough understanding of operational process control. The A-level is the most advanced level and will emphasize the application of problem solving skills.

The content includes, but is not limited to, wastewater characteristics, sampling, testing, and laboratory analysis; mathematics and calculations; equipment maintenance and inspection; operational control; troubleshooting; disinfection; digestion and sludge handling; rules, reports, records, and plant administration; basic hydraulics; microbiology; sanitary chemistry, wastewater treatment techniques; and instrumentation and treatment process control. The emphasis will be on skills which are necessary for effective treatment process control. All of the training levels will emphasize the activated sludge process and its modifications. Trickling filter, rotating biological contactor, pond and lagoon operations may also be covered but will not be emphasized.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: In plant testing and treatment activities are an integral part of this program. Laboratory analysis is recommended. Interpretation of lab results is stressed.

III. SPECIAL NOTE: Wastewater Treatment Plant Operator certificates are available in levels A, B, and C from the Department of Environmental Regulation, upon passing the appopriate certification examination after completion of the required course and work experience.

Guest speakers from industry are important contributors to the program. Supplemental training is available through the Training, Research, and Education for Environmental Occupations Center, University of Florida, and the Florida Water and Pollution Control Operators Association.

The cooperative method of instruction may be utilized for this program. Whenever the cooperative method is offered, the following is required for each student: A training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; a work station which reflects equipment, skills, and tasks which are relevant to the occupation which the student has chosen as a career goal. Students must receive compensation for work performed.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 123 hours for each level license.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Identify the basic characteristics and principles of wastewater treatment.
02. Collect and prepare samples for testing in wastewater laboratory.
03. Perform wastewater analysis and interpret result.
04. Perform mathematic/operational calculations as related to wastewater treatment process.
05. Describe process and operation principles.
06. Perform equipment inspection and maintenance.
07. Perform treatment process control.
08. Identify and correct plant operational problems.
09. Describe the principles and operation of wastewater disinfection.
10. Perform operational control of aerobic and anaerobic digestors.
11. Describe the principles and practices of digestion and sludge handling.
12. Use Department of Environmental Regulation rules.
13. Demonstrate employability skills.
14. Meet the DER approved course requirement to obtain certification as a wastewater treatment plant operator at the level of the course.

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations SECONDARY NUMBER: _____

PROGRAM TITLE: Wastewater Treatment Plant Operation POSTSECONDARY NUMBER: EVS0229

01.0 IDENTIFY THE BASIC CHARACTERISTICS AND PRINCIPLES OF WASTEWATER TREATMENT--The student will be able to:

01.01 List objectives of wastewater treatment.
01.02 Define wastewater.
01.03 List sources of wastewater.
01.04 Identify the impact of wastewater on receiving bodies of water.
01.05 List pollutants in wastewater.
01.06 List physical characteristics of wastewater.
01.07 Identify the condition of plant influent wastewater.
01.08 Identify the types of solids in plant influent wastewater and correlate to treatment processes.
01.09 Observe growth, respiration, gas production, aerobic and anaerobic conditions, differences, and requirements.
01.10 Classify wastewater treatment processes by the type of biological activity.
01.11 List steps in the active digestion of wastes.
01.12 Name some of the biological organisms present in raw wastewater.
01.13 Define BOD, list ranges in domestic wastewater treatment, limits on plant discharge.
01.14 List broad classes of chemical constitutents in raw wastewater.
01.15 Recognize the pH scale, neutrality, acid and base ranges.
01.16 Correlate solids to type of removal (physical, bio, chemical).
01.17 List commonly measured wastewater items.
01.18 List sewage plant classifications.
01.19 List influent wastewater parameters.
01.20 List factors affecting raw wastewater.
01.21 List waterborne diseases.
01.22 Identify gases found in wastewater including poisenous.

02.0 COLLECT AND PREPARE SAMPLES FOR TESTING IN WASTEWATER LABORATORY--The student will be able to:

02.01 Measure pH at a wastewater treatment plant.
02.02 Identify sample locations within an activated sludge treatment plant and the type of sample collected.
02.03 Measure the temperature of wastewater and correlate readings to treatment.
02.04 Measure dissolved oxygen within a wastewater plant.
02.05 Measure the chlorine residual of the plant effluent.
02.06 List samples obtained, sample locations, calcluate efficiency, and interpret test results.

03.0 PERFORM WASTEWATER ANALYSIS AND INTERPRET RESULT--The student will be able to:

03.01 Perform settlemeter tests, and relate results to process control.
03.02 List samples obtained, sample locations, and interpret lab results.
03.03 Define suspended solids, ranges in domestic wastewater treatment, describe the test.
03.04 Define volatile and suspended solids, correlate to microorganisms and ranges within the treatment plant.
03.05 Calculate suspended solids, per cent removal, and suggest reasons if values exceed discharge limits.
03.06 Determine settlability of MLSS.
03.07 List samples obtained, sample locations, caculate clarifier efficiency and interpret test results.
03.08 Determine depth of sludge blanket.

04.0 PERFORM MATHEMATIC/OPERATIONAL CALCULATIONS AS RELATED TO WASTEWATER TREATMENT PROCESS--The student will be able to:

04.01 Demonstrate competency at solving basic arithmetic problems common in operation of wastewater treatment plants.
04.02 Calculate operational parameters for primary clarifiers.
04.03 Calculate operational parameters for trickling filters.

04.04 Calculate the BOD loading in an aeration tank and indicate an understanding of the results.
04.05 Calculate the solids inventory in an aeration tank.
04.06 Calculate the f/m ratio and relate to treatment process control.
04.07 Calculate SVI and identify the relationship to process control.
04.08 Calculate 5-day moving averages for process control.
04.09 Calculate MCRT and relate to treatment process control.

05.0 DESCRIBE PROCESS AND OPERATION PRINCIPLES--The student will be able to:

05.01 Identify normal flow variation into a wastewater plant, correlate flow variation to seasonal conditions and consumer activities.
05.02 Identify equipment used in flow measurement and how it functions.
05.03 Identify equipment used in pre-treatment of domestic wastewater and how it functions.
05.04 Identify the equipment used in primary treatment of domestic wastewater how it functions.
05.05 Identify the equipment used in trickling filter operations and how it functions.
05.06 Identify the equipment used in the activated sludge process and how it functions.
05.07 Identify the equipment used in aeration of activated sludge and how it functions.
05.08 Check a secondary clarifier on a plant round.
05.09 Identify modifications of the activated sludge process and list characteristics of each.

06.0 PERFORM EQUIPMENT INSPECTION AND MAINTENANCE--The student will be able to:

06.01 Check flow measuring devices on a plant round.
06.02 List steps to clean a bar screen and dispose of screenings.
06.03 Perform routine checks on shredding equipment during a plant round.
06.04 Define preventive maintenance, and list reasons for a p.m. program within a wastewater treatment facility.
06.05 Check a primary sedimentation unit on a plant round.
06.06 Check a trickling filter on a plant round.
06.07 Check an aeration tank on a plant round for normal and abnormal operation.
06.08 Check a secondary clarifier on a plant round.
06.09 List characteristics of good sludge.
06.10 Schedule routine and preventive maintenance on activated sludge process equipment.

07.0 PERFORM TREATMENT PROCESS CONTROL--The student will be able to:

07.01 Perform operational duties on shredding equipment safely.
07.02 Determine sludge pumping rate and duration.
07.03 Determine the recirculation rate on a trickling filter.
07.04 Determine if the DO requires adjustment, and list the effects of low or high DO, and identify procedures to adjust DO.
07.05 Generate list of causes and corrective actions for operational problems based on observation of foam characteristics.
07.06 Control return activated sludge in an activated sludge treatment process.
07.07 Control return activated sludge by sludge blanket depth in final clarifier.
07.08 List and outline control procedures for waste activated sludge and testing required.
07.09 Control waste activated sludge by mixed liquor volatile suspended solids.
07.10 Control waste activated sludge by MCRT.
07.11 Control waste activated sludge by f/m ratio.
07.12 Identify sludge bulking, list causes and corrective actions.
07.13 List the general types of control for the activated sludge process.
07.14 Perform operation duties in activated sludge treatment safely.

08.0 IDENTIFY AND CORRECT PLANT OPERATIONAL PROBLEMS--The student will be able to:

- 08.01 Generate a list of observations, causes, and suggest corrective action in relation to a shredder.
- 08.02 Generate a list of observations, causes, and suggest corrective action in relation to a grit chamber.
- 08.03 Outline steps in troubleshooting plant operations.
- 08.04 Generate a list of operational problems, causes, and corrective action in relation to primary treatment facilities not operating properly.
- 08.05 Generate a list of observations, causes, and corrective action in relation to a trickling filter not operating properly.
- 08.06 Generate a list of probable causes and suggest corrective action in relation to aeration basin having a mechanical malfunction.
- 08.07 Generate a list of causes and corrective actions for operational problems based on observation of settlemeter test.
- 08.08 Identify solids washout in the final clarifier, check probable causes, and where possible, take corrective action.
- 08.09 Generate a list of operational problems, causes, and corrective action in relation to a secondary clarifier that has a mechanical malfunction.
- 08.10 List observations and identify procedures for troubleshooting the activated sludge process.

09.0 DESCRIBE THE PRINCIPLES AND OPERATION OF WASTEWATER DISINFECTION--The student will be able to:

- 09.01 Define disinfection, describe the process in generalized terms, requirements for process effectiveness.
- 09.02 Identify the equipment used in chlorination and how it functions.
- 09.03 Describe, in general terms, the reactions of chlorine in domestic wastewater.
- 09.04 Determine chlorine feed rates.
- 09.05 Check a chlorinator on a plant round.
- 09.06 Generate a list of causes and suggest corrective action in relation to a chlorinator that is not operating properly.
- 09.07 Check for leaks in chlorination equipment using ammonia solution and proper techniques.
- 09.08 Exchange full chlorine cylinder for an empty one, safely, following necessary safety precautions.
- 09.09 Complete plant records for chlorination.
- 09.10 Schedule routine and preventive maintenance on chlorination equipment.
- 09.11 List corrective action to be taken in repairing chlorine leaks.
- 09.12 Check a hypochlorinator on a plant visit.
- 09.13 Use a self-contained breathing apparatus safely and properly.
- 09.14 Choose a storage site and list steps in mixing chlorine feed solution.

10.0 PERFORM OPERATIONAL CONTROL OF AEROBIC AND ANAEROBIC DIGESTORS--The student will be able to:

- 10.01 Identify equipment used in aerobic and anaerobic digestion of wastewater solids and how each functions.
- 10.02 Check an aerobic digestor for proper operation on a round.
- 10.03 List samples obtained, sample locations, calculate operational parameters and interpret test results for both aerobic and anaerobic processes.
- 10.04 Calculate SRT (Solids Retention Time) for aerobic and anaerobic digestors.
- 10.05 Calcluate loadings on an aerobic and anaerobic digestor.
- 10.06 List factors in control of aerobic and anaerobic digestion.
- 10.07 Generate a list of probable causes and suggest corrective action in relation to an aerobic and an anaerobic digestor that is not operating properly.
- 10.08 Determine if the VA/ALK ratio is in acceptable range for optimum anaerobic digestor operation.
- 10.09 Describe the anaerobic process and biological functions.

11.0 DESCRIBE THE PRINCIPLES AND PRACTICES OF DIGESTION AND SLUDGE HANDLING--The student will be able to:

- 11.01 List purpose of application to sludge drying beds, construction features, drainage routing, loading rates, and moisture content of dried sludge.
- 11.02 Control operations in using drying beds to de-water digested sludges.

12.0 USE DEPARTMENT OF ENVIRONMENTAL REGULATION RULES--The student will be able to:

- 12.01 List and discuss sections of FAC 17-16 pertinent to: duties; staffing; plant classification; responsibilities; certification; testing.
- 12.02 Apply rules and regulations concerning samples and analysis at wastewater treatment facilities, Section 17-19, Florida Administration Code.
- 12.03 Be able to properly complete a DER monthly operating report.

13.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 13.01 Conduct a job search.
- 13.02 Secure information about a job.
- 13.03 Identify documents that may be required when applying for a job.
- 13.04 Complete a job application.
- 13.05 Demonstrate competence in job interview techniques.
- 13.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 13.07 Identify acceptable work habits.
- 13.08 Demonstrate knowledge of how to make job changes appropriately.
- 13.09 Demonstrate acceptable employee health habits.

14.0 MEET THE DER APPROVED COURSE REQUIREMENT TO OBTAIN CERTIFICATION AS A WASTEWATER TREATMENT PLANT OPERATOR AT THE LEVEL OF THE COURSE--The student will be able to:

- 14.01 Complete a program of instruction.
- 14.02 Complete work experience requirements.
- 14.03 Make application for certification.
- 14.04 Pass the certification examination.

CURRICULUM FRAMEWORK | PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION | EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Water and Wastewater Technology

CODE NUMBER: Secondary _____ Postsecondary EVS0200

Florida CIP PS15.050600

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational x Other 30, 31

CERTIFICATION COVERAGE: TEC CHEM 7 WSP OPER 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as supervisor of a water or a wastewater treatment plant (955.130-010), or water and wastewater laboratory, or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, basic hydraulics, plant mathematics, lab tests, microbiology for water and wastewater, sanitary chemistry, water supply, wastewater treatment, water purification, instrumentation and controls, codes and regulations pertaining to water and wastewater, industrial organizations, collection and distrubution systems, drafting, technical reporting, water plant operations and control, wastewater plant operations and control, plant maintenance, management and supervision, surveying, employability skills, leadership and human relations skills, and health and safety, including CPR.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and plant activities are essential for this program.

III. SPECIAL NOTE: The cooperative method of instruction may be utilized for this program. Whenever the cooperative method is offered, the following is required for each student: (1) a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; and (2) a work station which reflects equipment, skills and tasks relevant to the occupation the student has chosen as a career goal. Students must receive compensation for work performed.

In accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 1350 hours or an associate degree.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Manage/supervise a water treatment plant or a wastewater treatment plant, or water and wastewater laboratory.
02. Use computer technology monitoring equipment.
03. Prepare budgets.
04. Assign personnel.
05. Establish policies governing occupation within regulatory guidelines.
06. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: _____

PROGRAM TITLE: Water and Wastewater Technology — POSTSECONDARY NUMBER: EVS0200

01.0 MANAGE/SUPERVISE A WATER TREATMENT PLANT OR A WASTEWATER TREATMENT PLANT, OR WATER AND WASTEWATER LABORATORY--The student will be able to:

- 01.01 Recognize the special problems that can arise under different emergency situations.
- 01.02 Demonstrate knowledge of how to deal with these problems and equipment for carrying out emergency decontamination procedures.
- 01.03 Select from alterntive factors those important in efficient stores control.
- 01.04 Identify actions that a supervisor should take to handle personnel grievances.
- 01.05 Select characteristics that are important in supervisory personnel.
- 01.06 Identify steps that should be taken in handling customer complaints properly.
- 01.07 Select the steps that should be included in a plant safety program.
- 01.08 Select the steps that should be included to establish a maintenance program.
- 01.09 Select from alternative steps which should it taken to correct an operational problem.

02.0 USE COMPUTER TECHNOLOGY MONITORING EQUIPMENT--The student will be able to:

- 02.01 Select alternative statements about the benefits automation can bring to plant operation.
- 02.02 Identify the major users of automated equipment.
- 02.03 Identify the major applications of automation.

03.0 PREPARE BUDGETS--The student will be able to:

- 03.01 Select statements about budget related activities.
- 03.02 Select categories of expense accounts that are kept by utilities.
- 03.03 Select factors that are needed to maintain adequate control over supplies on hand and on order.

04.0 ASSIGN PERSONNEL--The student will be able to:

- 04.01 Identify actions that should be taken to handle grievances.
- 04.02 Select information that a supervisor should give new employees for orientation.
- 04.03 Identify job positions within the treatment plant and assign appropriate personnel to these positions.
- 04.04 Identify control factors that should be important in an organization plan, setting limits on delegated authority.

05.0 ESTABLISH POLICIES GOVERNING OCCUPATION WITHIN REGULATORY GUIDELINES--The student will be able to:

- 05.01 Outline reasons for keeping accurate records.
- 05.02 Select important points in established state rules for microbiological monitoring and chemical analysis.
- 05.03 List statements of the responsibilities of utility personnel that relate to emergency conditions in the communities they serve.

06.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 06.01 Conduct a job search.
- 06.02 Secure information about a job.
- 06.03 Identify documents that may be required when applying for a job.
- 06.04 Complete a job application.
- 06.05 Demonstrate competence in job interview techniques.
- 06.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 06.07 Identify acceptable work habits.
- 06.08 Demonstrate knowledge of how to make job changes appropriately.
- 06.09 Demonstrate acceptable employee health habits.

CURRICULUM FRAMEWORK PROGRAM AREA: Public Service

FLORIDA DEPARTMENT OF EDUCATION EFFECTIVE DATE: July, 1988

PROGRAM TITLE: Water Treatment Plant Operation

CODE NUMBER: Secondary _____ Postsecondary EVS0249

Florida CIP PS15.050601

SECONDARY SCHOOL CREDITS _____ COLLEGE CREDITS _____ POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): _____7-9 _____9-12 _____Postsecondary Adult Vocational

_____ Postsecondary Vocational __x__ Other __30, 31__

CERTIFICATION COVERAGE: TEC CHEM 7 WSP OPER 7

I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as water treatment plant operators (50144025), or to provide supplemental training for persons previously or currently employed in this occupation. The program is designed to prepare students for certification as drinking water treatment plant operators in accordance with Chapter 17-16, F.A.C. as approved by the Florida Department of Environmental Regulation. The program is offered at three levels to prepare individuals for the C, B, and A levels of Water Treatment Plant Operator Certification. The C-level is the fundamental level of training. Students are introduced to the principles of water treatment, operation and maintenance of treatment plant equipment, and a full-range of process control procedures. Since C-level training covers a broad range of subjects which may be entirely new to the student, the amount of detail whcih can be taught is limited. Therefore, the C-level is the fundamental level in terms of the depth of study, but is actually comprehensive in terms of the range of plant operating skills covered. The B-level is the intermediate level of training. At the B-level the student should already be familiar with plant operations. Emphasis will be on developing a more thorough understanding of operational process control. The A-level is the most advanced level and will emphasize the application of problem solving skills.

The content includes, but is not limited to, source water characteristics,water treatment plant orientation, water quality and identification; disinfection; basic science, math, chemistry, hydraulics, biology, microbiology; water treatment processes and operational techniques; sampling, testing, and lab analysis; operation maintenance and inspection of plant equipment; application of current Department of Environmental Regulation regulations and standards; plant administration and management techniques; and troubleshooting operational control problems. The emphasis will be on skills which are necessary for effective treatment process control. The program emphasizes lime softening and includes reverse osmosis.

Reinforcment of basic skills in English, mathematics, and science appropriate for the job preparatory programs is provided through vocational classroom instruction and applied laboratory procedures or practice.

II. LABORATORY ACTIVITIES: Laboratory and water treatment plant activities are an integral part of this program. In plant testing and treatment process activities are essential.

III. SPECIAL NOTE: Water Treatment Plant Operator certificates are available in levels A, B, and C from the Department of Environmental Regulation, upon passing the appropriate certification examination after completion of the required course and work experience.

Guest speakers from industry are important contributors to the program.

Supplemental training is available through the Training, Research, and Education for Environmental Occupations Center, University of Florida, and the Florida Water and Pollution Control Operators Association.

The cooperative method of instruction is appropriate for this program. Whenever the cooperative method is offered, the following is required for each student: a training plan signed by the student, the instructor and the employer which includes instructional objectives and a list of on-the-job and in-school learning experiences; a work station which reflects equipment skills, and tasks relevant to the occupation the student has chosen as a career goal. Students must receive compensation for work performed.

If this program is offered for 450 hours or more, in accordance with Section 233.0695 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 9.0, Language 9.0. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

The typical length of this program for the average achieving student is 123 hours to progress from each level.

IV. INTENDED OUTCOMES: After successfully completing this program, the student will be able to:

01. Identify the basic characteristics and principles of water.
02. Identify causes of contamination entering the water treatment plant or distribution system.
03. Identify the physical, chemical, and bacteriological contaminants often associated with drinking water.
04. Collect and prepare samples for testing in the water laboratory.
05. Perform water analysis and interpret results.
06. Perform mathematic calculations as related to water treatment process.
07. Describe process and operation principles.
08. Perform equipment inspection and maintenance.
09. Identify and correct plant operational problems.
10. Describe the principles and process of water disinfection.
11. Use Department of Environmental Regulation rules and regulations and fill out required operating reports; and identify whether a plant is in compliance.
12. Meet the DER approved course required to obtain certification as a water treatment plant operator at the level of the course.
13. Demonstrate employability skills.

STUDENT PERFORMANCE STANDARDS — EFFECTIVE DATE: July, 1988

PROGRAM AREA: Public Service Occupations — SECONDARY NUMBER: _____

PROGRAM TITLE: Water Treatment Plant Operation — POSTSECONDARY NUMBER: EVS0249

01.0 IDENTIFY THE BASIC CHARACTERISTICS AND PRINCIPLES OF WATER--The student will be able to:

- 01.01 Indicate whether listed constituents are usually found in ground water or in surface water.
- 01.02 List chemical constituents of water.
- 01.03 Utilize the ph scale to determine neutrality, and/or acid - base ranges.

02.0 IDENTIFY CAUSES OF CONTAMINATION ENTERING THE WATER TREATMENT PLANT OR DISTRIBUTION SYSTEM--The student will be able to:

- 02.01 Define contamination.
- 02.02 Identify the statements that give realistic possible causes.
- 02.03 Select the statement that gives a correct definition.

03.0 IDENTIFY THE PHYSICAL, CHEMICAL, AND BACTERIOLOGICAL CONTAMINANTS OFTEN ASSOCIATED WITH DRINKING WATER--The student will be able to:

- 03.01 Select the correct statement from given alternative statements about the relationship of turbidity to microbiological quality of water.
- 03.02 Select the correct statement from given alternative statements concerned with the uses of chemical analysis in water treatment operations.
- 03.03 Select the correct element for each symbol from a list of chemical symbols very commonly found in reading materials used in water treatment operations (labels, instructions, etc.) and a listing (table, glossary, list for matching, etc.) that contains the name of the element associated with each symbol.
- 03.04 Correctly match the components of three lists from a list of formulae for some of the chemical compounds very commonly used in water treatment operations, a list of their chemical names, and a list of their common names (where appropriate).
- 03.05 Select the correct statement from given alternative statements about the effects of pH on water treatment procedures.
- 03.06 Select the correct statement from given alternative statements about titration and its use in water treatment operations.
- 03.07 Select the primary properties to be measured and the most used units of measurement for each when given the necessity for measurement of water in many aspects of water plant operations.
- 03.08 Select the statement(s) that correctly identify sources of pressure in water when given the necessity for producing water under pressure for effective handling and distribution and alternative statements about sources of pressure.
- 03.09 Identify the names of the kinds of meters most often used for this purpose when given the necessity for monitoring the flow of water under pressure in pump stations and treatment plants.
- 03.10 Select the sentence(s) that is (are) correct from alternative sentences about the conditions under which water hammer (sudden stopping of flow in a pipeline) may occur.
- 03.11 Describe the most common definition for each term used to describe energy contained in water under given conditions from a list of definitions of these terms.
- 03.12 Select the correct definition for each term used to describe energy contained in water under given conditions from a list of definitions of these terms.
- 03.13 Select the kinds of microorganisms that are important for water treatment procedures from a list and indicate which kinds are likely to be associated with disease-causing pollution and which with taste and odor problems.
- 03.14 Select the correct statement from alternative statements about the importance of coliform bacteria in water treatment.
- 03.15 Select the correct statement from alternative statements about the importance of algae in water treatment problems.

04.0 COLLECT AND PREPARE SAMPLES FOR TESTING IN THE WATER LABORATORY--The student will be able to:

04.01 Identify the statement(s) that is (are) correct for laboratory examination.
04.02 Select the laboratory tests that are commonly done by operators in water treatment plants.
04.03 Match required laboratory tests for Florida water treatment plants with the reason for doing it.
04.04 Select those lab tests sometimes performed by plant operators that are tests for the presence of bacteria.
04.05 Select steps in sample collection procedures that are correct for obtaining from a location outside the plant a water sample for bacteriological analysis.
04.06 Select the statement(s) that give general procedural principles for collection of water samples that should be followed.
04.07 Select the characteristic(s) that identifies(identify) titration.
04.08 Select the characteristic(s) that identifies(identify) a comparator kit.
04.09 Select the characteristic(s) that identifies(identify) pH monitoring.
04.10 Select the characteristis(s) that identifies(identify) the jar test.
04.11 Select the characteristic(s) that identifies(identify) the test for calcium carbonate stability.
04.12 Calculate alkalinity or hardness of a sample.

05.0 PERFORM WATER ANALYSIS AND INTERPRET RESULT--The student will be able to:

05.01 Select the statement(s) about the primary uses of laboratory test results by operators that is (are) correct.
05.02 Indicate whether the water described as a result of any one of the common lab tests for finished water is acceptable or unacceptable in normal operation.

06.0 PERFORM MATHEMATIC CALCULATIONS AS RELATED TO WATER TREATMENT PROCESS--The student will be able to:

06.01 Solve number problems for each kind of basic arithmetic calculations using whole numbers only within a reasonable period of time.
06.02 Solve number problems involving decimals within a reasonable period of time.
06.03 Solve number problems involving fractions and mixed numbers within a reasonable period of time.
06.04 Solve number problems involving finding the averages (arithmetic mean) of columns of numbers within a reasonable period of time.
06.05 Solve number problems involving percentages within a reasonable period of time.
06.06 Solve simple number problems, some involving decimals, and round off the answers to a given place within a reasonable length of time.
06.07 Enter numbers correctly in simple formulas and solve the equation correctly.
06.08 Interpret charts used in water treatment plants correctly.
06.09 Solve ratio and proportion problems where three factors are known to the fourth factor.

07.0 DESCRIBE PROCESS AND OPERATION PRINCIPLES--The student will be able to:

07.01 Identify statements concerning the primary functions of several water treatment operations that are correct for aeration.
07.02 Define aeration.
07.03 Select the one statement about problems that might arise from aeration of ground water that is of most importance.
07.04 Identify the problems that are most likely to be associated with each type of aerators used in water treatment plants.
07.05 Identify the statement(s) about the primary functions of several water treatment processes that is (are) correct for coagulation processes.
07.06 Identify chemicals used in water treatment plants that are frequently used as coagulants.
07.07 List steps in proper order of occurence in coagulation.
07.08 Identify kinds of equipment which are sometimes used in coagulation.

07.09 Select the description of water with the characteristics of good coagulation.
07.10 Identify factors that would contribute to poor floc formation.
07.11 Select for each coagulant aid the characteristics that are applicable to it.
07.12 Select the statement(s) about results of water treatment processes that is (are) correct for the results of coagulation.
07.13 Compute the dosage rate (pounds per day) when chemical coagulant (mg/l) and rate of flow (MGD) are known.
07.14 Compute the dosage (mg/l) of coagulant when rate of flow (MGD) and the dosage rate of chemical coagulant are known.
07.15 Compute the dosage rate that will be needed to treat a different flow (MGD) at the current dosage when the current rate of flow (MGD) and the current coagulant dosage rate (pounds per day) are known.
07.16 Identify the statement(s) concerning the primary functions of several water treatment operations that is (are) correct for sedimentation processes.
07.17 Identify descriptions of important factors involved in water treatment operations that are most important for efficient operation of sedimentation basins.
07.18 Identify the characteristics that correspond to the three types of sedimentaton.
07.19 Identify statements that give correct information about the problem of short circuiting in sedimentation basins.
07.20 Identify the measures that would actually be effective in preventing and controlling algal growths on walls and bottoms of coagulation and sedimentation basins.
07.21 Select the statement(s) related to an efficient solution for the problem of sludge removal from conventional coagulating sedimentation basins that is (are) correct.
07.22 Identify the statement(s) concerning the primary functions of several water treatment operations that is (are) correct for filtration.
07.23 Label a clear, well-reproduced diagram of a typical water treatment filter system identifying essential components.
07.24 Select the list of step-by-step procedures that is correct for conducting normal filtration operations.
07.25 Select the statement concerned with loss-of-head in filtration process that is correct.
07.26 Select the list of procedures that is correct for filter backwashing.
07.27 Select the statement(s) about mud balls, their causes, their relationship to other filter problems, and/or their prevention that is (are) correct.
07.28 Determine when it is necessary to wash a filter.
07.29 Identify the statement(s) concerning the primary functions of several water treatment processes that is (are) correct for softening.
07.30 Label and identify the important parts of an upflow clarifier softening unit from a diagram.
07.31 Identify water treatment procedures used in water softening.
07.32 Identify the chemical(s) used in chemical precipitation softening processes with the two kinds of hardness.
07.33 Select the statement(s) about characteristics of lime-soda ash softening that is (are) correct.
07.34 Select the statement(s) concerning the benefits of lime-soda ash other than softening that is (are) correct.
07.35 Identify the process(es) that will aid in stabilization of softened waters.

08.0 PERFORM EQUIPMENT INSPECTION AND MAINTENANCE--The student will be able to:

08.01 Identify the function of parts of a centrifugal pump.
08.02 Identify the procedures for starting a centrifugal pump.
08.03 Select the statement(s) related to maintenance of water treatment plant equipment that is (are) of special importance in pump maintenance.
08.04 Identify the measure(s) that is (are) effective in preventing "water hammer" when shutting off a pump.
08.05 Identify the causes of pump problems.
08.06 Identify the corrective action that is right for each cause of pump problem.

08.07 Identify equipment/tools used in troubleshooting a gas chlorinator.
08.08 List the basic procedures for troubleshooting a gas chlorinator.
08.09 Select the statement(s) about precautions that should be taken before disassembly of any gas chlorinator problems.
08.10 Identify the corrective action that is right for each cause of gas chlorinator problem.
08.11 Identify the corrective action that is right for each cause of gas chlorinator problem.
08.12 Identify problems in the operation or maintenance of hypochlorination equipment.
08.13 Identify the preventative or corrective action that is right for hypochlorination equipment problems.

09.0 IDENTIFY AND CORRECT PLANT OPERATIONAL PROBLEMS--The student will be able to:

09.01 Select steps which should be taken to correct an operational control problem.
09.02 Select from alternatives a statement of the correct way to organize and search for the cause of an identified operational control problem whose specific cause is unknown.
09.03 Select from alternatives the resources available to the operator for identifying operational control problems whose cause, source, and solution are unknown.
09.04 Check for algal growth in aerator in answer to customer complaints about taste and odor.
09.05 Determine if any repairs have been made to the distribution pipes of that area or if the pH factor is lower than normal in the finished water to answer customer complaints about red water and/or rust stains.
09.06 Run surface water tests for aeration, coagulation, sedimentation, filtration, and chlorination to determine the floc formation, nonorganic iron content, increase of apparent color, and change of taste odor.
09.07 Determine the proper solution when clogging of filter beds and excessive calcium carbonate scaling occurs in a ground water plant and pH reduction is ineffective.
09.08 Determine the proper solution when ineffective bacterial disinfection occurs when adequate chlorine is applied.
09.09 Determine the proper solution when the bacteria count in the filter effluent is higher than the count in the filter influent in any filter plant.
09.10 Determine the solution when alum or organic deposits on filter surfaces are not removed in back-washing in any sand filter plant.

10.0 DESCRIBE THE PRINCIPLES AND PROCESS OF WATER DISINFECTION--The student will be able to:

10.01 Identify the statement(s) concerning the primary functions of several water treatment operations that is (are) correct for chlorination.
10.02 Distinguish the several types of equipment from written descriptions or photographs or diagrams of commonly used chlorinators and hypochlorinators.
10.03 Select the statement(s) about maximum amounts of gas chlorine that should be taken from a cylinder in a 24-hour period that is (are) correct.
10.04 Identify statements concerned with maintenance of equipment which apply to chlorination equipment.
10.05 Select the correct definition for each term when given a list of commonly used specialized terms related to chlorination and a list of definitions of those terms.
10.06 Identify or supply basic information from the description of a common safety problem or emergency that might occur in chlorination and a list of definitions of those terms.
10.07 Select the statement(s) about certain properties of chlorine and their implications for use of chlorine in water treatment that is (are) correct.

10.08 Indicate for each reason the most appropriate point for effective application given the points at which chlorine can be applied in water treatment and a list of reasons for applying chlorine.
10.09 Compute the dosage rate (pounds per day) when given a problem where rate of flow (MGD) and dosage of chlorine (mg/l) are known.
10.10 Compute the dosage rate (pounds per day) of hyphclorite compound that contains a given percentage less than 100 available chlorine when given a problem where the rate of flow (MGD) and the chlorine dosage (mg/l) are known.
10.11 Compute the new rate of flow and the dosage rate that will be needed to maintain the current dosage given a problem where the current rate of flow (MGD), the current chlorine dosage rate (pounds per day), and the amount by which the rate of flow is to be increased or decreased are known.
10.12 Compute the dosage rate needed to treat a given amount of water when given a problem where chlorine demand and desired chlorine residual are known.

11.0 USE DEPARTMENT OF ENVIRONMENTAL REGULATION RULES AND REGULATIONS AND FILL OUT REQUIRED OPERATING REPORTS; AND IDENTIFY WHETHER A PLANT IS IN COMPLIANCE--The student will be able to:

11.01 Select the statement that gives the action that should be performed first and/or statements showing the proper order of steps in taking this action when given alternative statements about actions which should be taken in case of an accident involving injury.
11.02 Match each description with a statement of what should be done to make the situation safe when given descriptions of several situations in which accidents are likely to occur and a list of ways to prevent them.
11.03 Select the statement(s) about recording operations data that is (are) correct.
11.04 Complete the form using data (real or simulated) from his/her own plant when given facsimile copies of the DER Drinking Water Treatment Plant Daily Operation Smmary for small plants and instructions for its use.
11.05 Complete the form using data (real or simulated) supplied by the instructor when given facsmilie copies of the DER Drinking Water Treatment Plant Operation Report for large plants and instructions for its use.
11.06 Fill out the Drinking Water Bacteriological Analysis form correctly.
11.07 Identify from a list of statements related to requirements for the monthly operating report those that are correct.
11.08 Identify from a list of some of the laboratory examinations called for under the Rules of the DER those that are required to be done daily.
11.09 Identify those factors that are important in water treatment operations that are regulated by the Rules of the Florida Department of Environmental Regulation.
11.10 Select the statement(s) about important points in the rules for microbiological monitoring and analyses in the State of Florida that is (are) correct.
11.11 Select the statement about preventive and/or breakdown maintenance that gives the reason for using preventative maintenance as a regular part of the plant operations program.

12.0 MEET THE DER APPROVED COURSE REQUIRED TO OBTAIN CERTIFICATION AS A WATER TREATMENT PLANT OPERATOR AT THE LEVEL OF THE COURSE--The student will be able to:

12.01 Complete program of instruction.
12.02 Complete work experience requirements.
12.03 Make application for test.
12.04 Pass the certification test.

13.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

13.01 Conduct a job search.
13.02 Secure information about a job.
13.03 Identify documents that may be required when applying for a job.
13.04 Complete a job application.

13.05 Demonstrate competence in job interview techniques.
13.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
13.07 Identify acceptable work habits.
13.08 Demonstrate knowledge of how to make job changes appropriately.
13.09 Demonstrate acceptable employee health habits.

State of Florida
Department of Education
Betty Castor, Commissioner of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

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